

**CLASSIC
MOVIE MAGIC®
SCHEDULING™**

**USER'S MANUAL
FOR USE WITH
MICROSOFT® WINDOWS®
& APPLE® MACINTOSH®**

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Contents

Introduction **xi**

How to Use this Book..... **xi**

 Tips and Cautions xi

 Differences between the PC and Macintosh Interfaces xi

Overview of Scheduling..... **xii**

 Breaking Down a Script xii

 Manipulating the Schedule xii

 Creating Output: Schedules and Reports xii

PART I - TUTORIAL

Lesson 1: Getting Started **3**

Launching the Program **4**

 Windows 98 4

 Macintosh 4

Looking at a Completed Schedule **4**

 Open the Schedule for It's a Wonderful Life 4

 The Parts of the Scheduling Screen 5

 The Breakdown Sheets 5

 The Strip Board 6

 Reports and other Output 7

Close the Demo Schedule **7**

Create a New Schedule **8**

Add Production Information **8**

Save your Schedule **9**

Review..... **10**

Lesson 2: Breaking Down a Script **11**

Creating Elements **12**

 Entering Scene Information 12

Entering Script Elements **14**

 Using the Quick Entry Screen 14

 Using the Element Info Window 16

 Adding a New Breakdown Sheet 17

Entering Elements into Later Breakdown Sheets	18
Closing the Schedule	19
Review	20
Lesson 3: Manipulating the Schedule	21
Working with the Schedule	22
Defining ID numbers	22
Reorder IDs by Page Count	23
Reordering Elements Manually	24
Locking the ID numbers	25
Working with the Strip Board	26
Viewing the Strip Board	26
Understanding the Strip Board Views	26
Contents of a Strip	26
Color of a Strip	26
Different Views for strips	27
Moving Strips Manually	27
Using Sort and Select	28
Opening the Sort and Select Screen	28
Basic Sorting	29
Sorting by Character	30
Review	31
Lesson 4: Completing a Schedule	33
Using the Calendar	34
Creating a Standard Week	34
Inserting Company Travel	35
Inserting a Holiday	36
Inserting Day Breaks	37
Manually Inserting Daybreaks	37
Moving Daybreaks on the Strip Board	37
Using Auto Daybreaks	38
Inserting a Day Break for a Complicated or Long Scene	38
Inserting a Banner	38
Using Board Swaps	39
Creating a Board Swap	40
Restoring Board Swaps	41
Using Board Swaps	42
Review	42

Lesson 5: Creating Output	43
Ready to Output	44
Printing the Strip Board	44
Printing the Shooting Schedule	45
Printing the Day out of Days	46
Review	46

PART II - REFERENCE

Chapter 1: Getting Started	49
General Setup	49
Installing Movie Magic Scheduling	49
Launching Movie Magic Scheduling	49
Windows 98	49
Macintosh	49
Exiting Movie Magic Scheduling	49
Online Help	50
Navigation	51
Using the Menu Bar	51
Using the Mini-Stripboard	52
Using the Breakdown Toolbar	53
Using the Strip Board Toolbar	53
Switching from Breakdown Sheets to the Strip Board	54
Switching from the Strip Board to Breakdown sheets	54
Setting Preferences	54
Application Specific Preferences	55
Changing Reaction to a Click on Categories	55
Changing the Auto-Save response	55
Changing Miscellaneous Attributes	56
Schedule Specific Preferences	57
Changing Breakdown Sheet Display	57
Allowing Multi-Day Breaks	57
Sorting Elements	58
Changing Action after Last Field	58
Adjusting Response to Unrecognized Element	59
Setting Function Keys	59
Chapter 2: Creating a Schedule	61
New Schedule	61
Creating a New Schedule	61

Adding Production Information62
Importing Script Information62
Opening, Closing Schedules.....	.64
Opening a Schedule64
Opening a Recently Used Schedule64
Saving65
Saving a previously unsaved file65
Saving a previously saved file65
Saving a previously saved file with a new name65
Closing a Window66
Closing a Schedule66
Exiting Movie Magic Scheduling66
Chapter 3: Breakdown Sheets	67
Viewing Breakdown Sheets67
Defining the Screen Areas67
Scene Information67
Categories68
Storyboard68
Entering Scene Information.....	.68
Adding a New Breakdown Sheet.....	.69
Elements.....	.70
Using Quick Entry71
Opening the Quick Entry Palette71
Menu71
Keyboard71
Mouse71
Changing the Quick Entry Mode71
Selecting the Category72
Adding New Elements to the Breakdown Sheet73
Removing Elements from the Breakdown Sheet74
Adding and Removing Elements Simultaneously74
Creating New Elements without Adding them75
Finding an Element in the Breakdown Sheets75
Select with Mouse75
Select by Keyboard76
Finding a List of Related Elements76
Sorting the Element List77
Getting Information about an Element78
Deleting an Element from the Category78
Using the Mouse to Add Elements.....	.79

Using the Element Info Window	79
The Element Info Windows	80
Creating New Elements	81
Adding Info to an Existing element	82
Manually Defining the Drop #	82
Hiding and Displaying Empty Categories	82
Modifying Categories	83
Changing Category Names	83
Adding a New Category	84
Using Storyboard Pictures	84
Adding a Storyboard Picture	84
Removing a Storyboard Picture	86
Duplicating Breakdown Sheets	86
Working with Board ID Numbers	87
Reorder IDs by Page Count	87
Reordering Elements Manually	88
Locking the ID Numbers	89
Unlocking the ID Numbers	89
Removing ID Numbers	90
Renumbering Breakdown Sheets	90
Merging Breakdown Sheets	90
Chapter 4: The Strip Board	93
What are Strips?	93
Setup	93
Standard Colors	93
Changing the Color of Strips	94
Viewing the Strip Board	95
The Different Views	95
Switching between Different Views	95
Standard Information on a Strip	95
Sorting Strips Manually	95
Using Drag and Drop	95
Using the Reorder Command	96
Sort and Select	97
Opening Sort and Select	97
Entering Sort and Select Commands	98
Choosing commands	98
Selecting elements	99
Putting it together	99
Performing the sort/select	100

Clearing the text window	100
Sorting Syntax and Examples	100
Sort by set	100
Other common sorts	100
Sorting Syntax	101
Selecting Syntax and Examples	101
Select by Elements	101
Select Any	101
Selecting Banners & Daybreaks	102
Selecting partial matches to sheet fields	102
Moving Strips with a Select Command	102
Saving a Sort or Select Command	103
Loading a Sort or Select Command	104
Troubleshooting Sort and Select	105
Basic Syntax Errors	105
Use of Terminology	105
Using the Calendar	106
Entering Production Dates	107
Setting Days Off	108
Navigating through the Calendar	108
Setting Special Days	108
Day Breaks	109
Inserting Day Breaks Automatically	109
Inserting Day Breaks Manually	109
Removing Individual Day Breaks	110
Deleting Daybreaks	110
Moving Daybreaks to the Boneyard	110
Removing all Day Breaks	111
Moving Daybreaks	111
Using Multiple Daybreaks for Long or Complicated Scenes	111
Banners	112
Using the Banner Types	112
Comment only	112
End of day	112
Permit Multiple Day Breaks Across Banner	113
Using the Boneyard	113
Moving Strips to the Boneyard	113
Moving Strips back to the Schedule	114
Swapping Boards	114
Creating a Board Swap	114
Restoring Board Swaps	115

Renaming Board Swaps	115
Deleting Board Swaps	115
Using Board Swaps	116
Recalculating the Schedule	117
Chapter 5: Designing Custom Output	119
Design Palette	119
The Buttons	119
The Tool Palette	120
Font, Size & Style	120
Defining Fields	121
Draw Lines/Line Size	121
Field Orientation	121
Clipping and Wrapping	122
Text	122
Pictures	122
Growable	122
Using Fields	123
Creating a New Field	123
Defining the Field	123
Changing Field Options	123
Resizing Fields	124
Moving Fields	124
Ordering the Fields	125
Entering Text in a Text Field	125
Using Interpreted Text	125
Interpreted text in a text field	126
Interpreted text in headers and footers	126
Designing Custom Reports	126
Opening the Design Reports Window	127
Changing the Report Layout	127
Creating a New Layout	128
Aligning Fields on the Report	129
Set Grid Size	129
Align fields to grid	129
Designing New Fields on the Report	129
Using the Header and Footer Lines	129
Suggestions for Designing Breakdown Pages	130
Exporting a Report Layout	131
Importing a Report Layout	131
Deleting a Report Layout	132

Duplicating a Report Layout	132
Choosing Report Options	132
Name	133
Report by:	133
One section per page	134
Page break on new day	134
Separate sections with a line	134
Print day strips	134
Margins	134
Default font	135
Text above font	135
Text below font	135
Text above shoot day	135
Text below shoot day	135
Designing Custom Strips	135
Opening the Design Strips Window	136
Changing the Strip Layout	136
Creating a New Strip Layout	136
Aligning Fields on the Report	137
Set Grid Size	137
Align fields to grid	137
Designing New Fields on the Strip	137
Exporting a Strip Layout	137
Importing a Strip Layout	138
Deleting a Strip Layout	138
Duplicating a Strip Layout	139
Choosing Strip Options	139
Strip length	140
Strip width	140
Header width	140
Header font	140
Strip orientation	141
Format name	141
Left margin offset	141
Extra spacing between strips	141
Print header board	141
Modifying the Day out of Days	142
Abbreviations	143
Columns and Margins	144
Header and DOOD Fonts	144
Header and Footer	145

Days Between Drop/Pickup:	145
Minimize Hold Days (Best Drop)	145
Skip Names After First Page	145
Designing Categories	146
Changing a Category's Name	146
Changing the Order of Categories	146
Removing Categories from the Breakdown	147
Adding Categories to the Breakdown	147
Creating Categories	147
Changing How Elements are Sorted Within Categories	148
Changing the Default Casing for Elements	148
Setting the Default Check Boxes	148
Designing or Customizing Element Info Windows	149
General Customization	149
Adding Checkboxes	150
Saving Categories	150
Loading Categories	151
Creating Category Export Names	151
Chapter 6: Putting it Together - Output	153
Exporting a Schedule.....	153
Creating Category Export Names	153
Exporting Schedule Information	154
Exporting to Wireless	154
Exporting to Movie Magic Budgeting	154
The Print/View Screen.....	155
Selecting the Report Type	155
Selecting the Print/View Range	156
Selecting Items to Include in the Report	156
Ordering and Sort/Selection	156
Schedule order	157
Breakdown order	157
Sort order	157
Selecting Strip Options	157
Types of Reports	157
Strips	158
Reports	158
Day out of Days	158
Printing Reports.....	159
Printing Standard Reports	159
Printing the Boneyard	159

Printing the Day Out of Days159

Printing the Strip Board.....161

 Printing the Strip Board on Standard Paper161

 Printing on the Striperf Paper161

 Aligning the Strips161

PART III - APPENDICES

Appendix A: Keyboard Shortcuts for Commands 167

Appendix B: Category Fields 169

Introduction

HOW TO USE THIS BOOK

This book is divided into two parts. The first is a tutorial to walk you through the basic uses of Scheduling and point out many of the features of the application. The second part is a general reference guide to Movie Magic Scheduling.

Tips and Cautions

In this book, when there is information outside of main text, we have placed that information in the left margin, and prefaced it with one of two icons.



This icon appears beside either a tip or an alternative method of performing the task.



This icon appears with a caution. Pay special attention to the note when you see this in the margin.

Differences between the PC and Macintosh Interfaces

Movie Magic Scheduling works equally on the PC and the Macintosh. However, there are some details that you will want to note.

In general, actions and commands are performed in the same way, with the following exceptions:

- The Control key on the PC is replaced by the Command (⌘) key on the Macintosh.
- The mini-Strip Board and associated information is located at the top of the screen on the PC and at the bottom on the Macintosh.

Any additional items will be pointed out as we work our way through this tutorial.

Because this book was written on the PC, certain conventions have been used. The screen illustrations show Movie Magic Scheduling on the PC, rather than the Macintosh. So if you are using a Mac, you will see slightly different, though almost identical, screens.

In addition, all keyboard commands are written with the PC in mind. Macintosh commands are provided in parentheses after the command has been given.

OVERVIEW OF SCHEDULING

Creating a schedule in Movie Magic Scheduling consists of three main stages: breaking down the script, manipulating the schedule and producing a printed schedule and reports.

Breaking Down a Script

Breakdown involves putting all relevant information from scenes in a script onto corresponding breakdown sheets.

Breakdown sheets consist of basic Scene Information such as set, scene number and page count and categories of elements needed to create the scene such as cast members, props and costumes. As you create these sheets in Movie Magic, the elements are tracked and can be used to sort and order the schedule.

Manipulating the Schedule

After the breakdown is completed you can view the breakdown sheets as the traditional production board strips. These strips can be moved, sorted and grouped to form the film's production schedule.

An electronic calendar and a very powerful sort and select feature allow for maximum flexibility in generating schedules.

Creating Output: Schedules and Reports

After the schedule is created, Movie Magic Scheduling can produce output in many different forms.

A traditional production board or Strip Board can be created, along with multiple reports such as shooting schedules, prop lists, day-out-of-days and many more. In addition, the schedule can be exported to Movie Magic Budgeting to automate the budgeting process as well.

Part I - Tutorial

Lesson 1

Getting Started

Movie Magic Scheduling is a flexible scheduling tool that allows you to track elements of the script while developing a shooting schedule for your production.

In this lesson you will learn how to launch the application, walk through a brief overview of a completed schedule, create a new schedule and add production information to it. You will then save your schedule to the hard drive before moving on to a review.

LAUNCHING THE PROGRAM

Windows 98

1. Click on the **Start** menu
2. Choose **Programs, Movie Magic Scheduling, Movie Magic Scheduling**. The application launches.

Macintosh

1. Double-click on your **Hard Drive** icon.
2. Double-click on the **Movie Magic Scheduling** folder.
3. Double-click on the **Movie Magic Scheduling** file icon. The application launches.

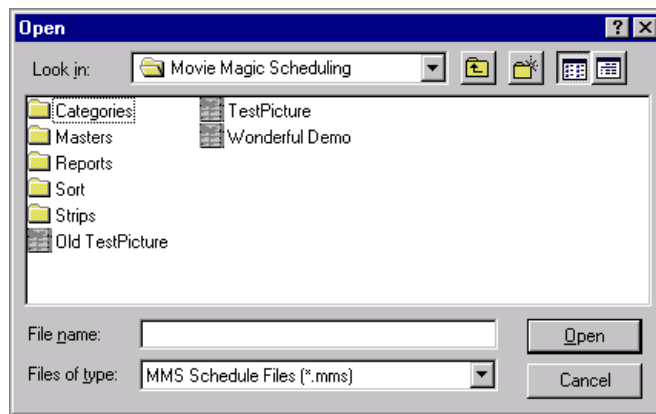



LOOKING AT A COMPLETED SCHEDULE

To give you an idea of how a schedule works, we will open a demonstration schedule and take a look around. Provided with your copy of Movie Magic Scheduling was a shooting schedule for Frank Capra's *It's a Wonderful Life*.

Open the Schedule for *It's a Wonderful Life*

1. From the **File** menu, select **Open**. The Open File window displays.

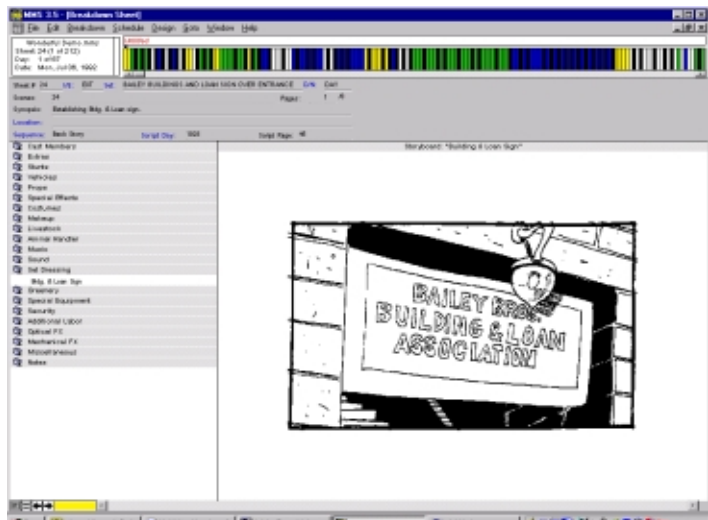


 *A Movie Magic Scheduling file has an extension of .mms.*


2. Select **Wonderful Demo** and then click **Open**. The demo schedule opens.
3. Click the **maximize** button in the upper right. The screen enlarges.

The Parts of the Scheduling Screen

The Breakdown Sheets



- The schedule automatically opens to the first Breakdown sheet. Since this demo has been sorted for shooting, it is not the first Breakdown sheet in chronological order. Notice the sheet number in the upper left.
- The top third of the window holds general information for the scene. Number of pages, set, synopsis, are all located in this area.
- The lower portion of the window is where you will enter the elements of the Breakdown sheet. Note the categories in the left column and the storyboard picture in the right.
- At the top (bottom on the Macintosh) of the Breakdown sheet is a miniature Strip Board. This gives you a general idea of where you are in your schedule. You can also use it for navigation, although as the schedule

 *Depending on the size of your monitor, you may have to scroll to see the storyboard picture.*

gets larger and moves from strictly chronological order this becomes more difficult.

- Click **one of the strips** on the mini-Strip Board. Notice how the Breakdown sheet below changes. Also notice that the small arrow on the top of the board moves. You can also **drag** this arrow from strip to strip to move between sheets. Notice how the description of the scene changes above the mini-Strip Board as you do this.

The Strip Board

 Alternately, click on the **colored bar** at the bottom of the window, or press **Ctrl-U (⌘-U)**.

- From the **Schedule** menu, choose **Strip Board**. The Strip Board displays.

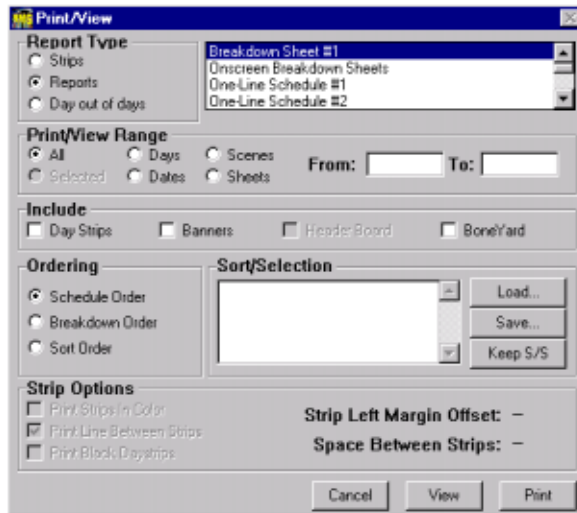


Strip ID	Time	Event	Day	Page
24	24	INT BALLEYS BUILDINGS AND LOAN SIGN OVER ENT	DAY	1/5 PPT
10	10	EXT MAIN STREET	DAY	1-4/5 PPT 1, 7, 8, 11
22	22	EXT FRONT PORCH OF HOUSE	NIGHT	2/6 PPT 20
-- END OF DAY 1 -- Mon, Jul 88, 1992 -- 4:29 pgt.				
23	23	EXT STREET	NIGHT	3/2/3 PPT 1, 2, 3, 4, 31
-- END OF DAY 2 -- Tue, Jul 27, 1992 -- 5:58 pgt.				
21	21	EXT TREELINED RESIDENTIAL STREET	NIGHT	4/2/6 PPT 1, 2
-- END OF DAY 3 -- Wed, Jul 29, 1992 -- 6:30 pgt.				
25	25	INT BALLEYS BUILDINGS AND LOAN OFFICE	DAY	4/2/5 PPT 1, 4, 5, 21, 38, 41, 42
-- END OF DAY 4 -- Thu, Jul 09, 1992 -- 4:09 pgt.				
19	19	INT BALLEYS DINING ROOM	NIGHT	4/3/8 PPT 1, 3, 12, 16, 17

- The default strip layout is horizontal, simply for ease of reading and manipulation. Later in this tutorial you will learn to move strips and change the view to vertical.
- Each strip is color-coded to indicate int/ext and time of day.

Reports and other Output

- From the **File** menu, select **Print/View**. The Print/View window displays.




- This dialog box allows you to select various views of reports and either print them or view them on your screen. There are many different formats and options.

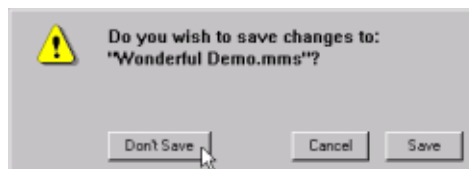
- Close the *Print/View* window by clicking **Cancel**.

CLOSE THE DEMO SCHEDULE

Now that you have an idea of what is available in Movie Magic Scheduling, we will move on to creating your own schedule. First, however, you need to close the demonstration schedule.

 *Selecting Close will only close the active window. If you have both Strip Board and Breakdown sheets displayed, you will have to do this repeatedly to close the entire schedule.*

- From the **File** menu, select **Close Schedule**. A dialog box may appear.

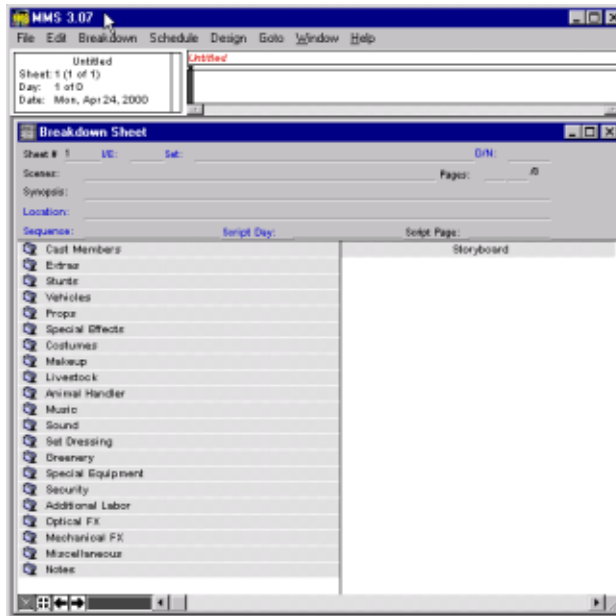


- If it does, in this case, click **Don't Save**.
- Opening another schedule will also serve to close an open schedule, as only one can be open at one time.

CREATE A NEW SCHEDULE

Now you will create a new schedule for a tutorial production.

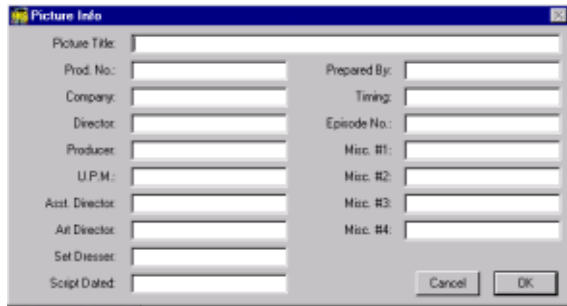
- From the **File** menu, select **New**, and then select **From Default Form**. A blank schedule opens, and the *Breakdown sheet* displays. Notice that Movie Magic Scheduling has numbered the Breakdown sheet for you as Sheet #1.




ADD PRODUCTION INFORMATION

The first thing you should do when you open a new schedule is to enter the production information for the picture. This will make it easier to track the file later. Don't worry if you don't know all of this information yet; just enter what you do know, and add the rest later.

1. From the **Design** menu, select **Picture info**. The *Picture Info* window displays.




2. We are only going to enter information in a few fields. Click in the **Picture Title** field and type **TEST PICTURE**.

 *Alternately, click in the field where you want to type.*

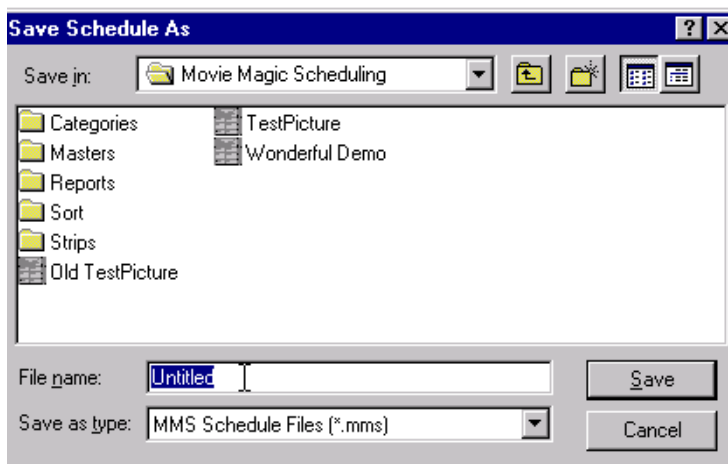
3. Press **Tab**. The insertion point moves to the next field, **Prod. No.** (Production Number).
4. Press **Tab** until you are in the field titled **Company**. Type **Testers Unlimited**.
5. Move to the field titled **Prepared by**. Type **your name**.
6. Hold down the **Shift** key and press **Tab**. Notice that you have moved back one field. You can usually move backwards one field at a time in this manner.
7. We're going to stop here. Click **OK** to apply this information and close the dialog box.

SAVE YOUR SCHEDULE

It's a good idea to get into the habit of saving your schedule often. If you don't, you can be sure you will lose power to your computer and lose all the information you have worked so hard to enter into the schedule.

 *In the future, you will want to select **Save** unless you want to change the name of your file.*

1. From the **File** menu, select **Save** or **Save As**. As this is the first time you have saved this file, the *Save As* window displays.



2. Enter a **name** for your file. Using a variation of the title of your project is a good idea. It makes it easier to find the schedule again later. Type **TestPicture**.
3. Click **Save**, or press **Enter (Return)**. The schedule saves and the *Save as* window closes.

REVIEW

At this point you should be able to:

- Launch Movie Magic Scheduling
- Open a schedule
- Identify a Breakdown sheet and a Strip Board
- Create a new schedule from the default form
- Enter production information
- Save the schedule

Lesson 2 Breaking Down a Script

The breakdown involves putting information from every scene of a script into a corresponding Breakdown sheet.

The Breakdown sheet is the core of all production scheduling, serving as the fundamental source of information for the schedule.

Movie Magic Scheduling has duplicated all of the functionality of the manual Breakdown sheet while greatly increasing ease of accessing and manipulating all of the information contained in the breakdown.

The Movie Magic Breakdown Sheet is divided into three main sections: Scene Information, Categories and Storyboard Frames.

As you create these sheets in Movie Magic Scheduling, the elements are tracked and can be used to sort and order the schedule.

In this Lesson you will learn how to start entering breakdown information into Movie Magic Scheduling and begin filling out the scene information.

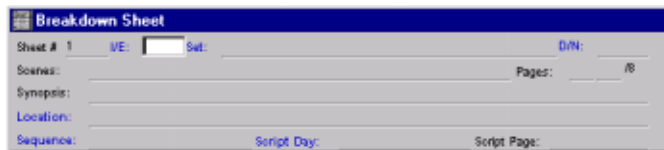
CREATING ELEMENTS

Elements are the individual bits of information about a scene that makes production possible. Mary, George, Jason, Jason's cast, Mary's glasses, the sound of an explosion, or even the special effect of "rain" are elements. Cast members, props, etc. are all categories, or groups, of elements.

Entering Scene Information

The first step in filling out a Breakdown sheet is entering the scene information in the section at the top of the page. The first four fields you complete with information taken from the scene's slug line in the screenplay.

1. When you first create a new schedule, the insertion point is automatically placed in the I/E (Interior/Exterior) field.



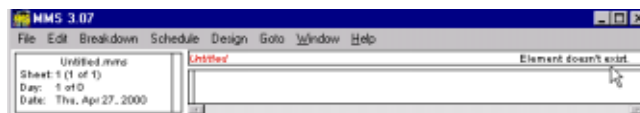
Our first slug line reads:

1 INT- Stewart Theatre – Night


Enter **i** for interior, and then press **Enter (Return)**.

2. In the **Set** field, type in the set from the slug line: **Stewart Theatre**. Press **Enter (Return)**.

Notice that you do **not** advance to the next field. Instead, an error message appears above the mini-stripboard: "Element doesn't exist."



The **Set** field is a special Category field. Any information that you enter becomes an Element within Movie Magic. Whenever you enter a new element, you must follow it by a semicolon (;) to let Movie Magic Scheduling know that it is a new element. Category fields in the Scene information area are highlighted in blue.

 *Alternately, press Tab to move to the next field.*

3. Add a **Semicolon (;)** after Stewart Theatre and press **Enter (Return)**.
4. In the Day/Night field, type “n” for “Night” and press **Enter (Return)**.




“Night” will automatically be entered in the **D/N** field.

Options for this field include:

- D - Day
- N- Night
- M- Morning
- E - Evening

5. Type the **scene number(s)** in the *Scene Numbers* field – in this case, type “1” and press **Enter (Return)**.

 *The pages information is always entered in terms of how many whole pages and how many remaining eighths comprise the scene.*

6. Enter the **number** of Pages in the current scene. For this, we will assume that the scene takes 1 3/8 pages.

Type **1** in the first field and press **Enter**.

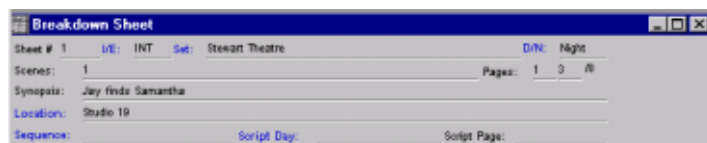
Type **3** in the next field and press **Enter**. Note that the “/8” is already entered.

7. Type a **synopsis** for the scene. The synopsis is just a brief description of the action. Enter **Jay finds Samantha**. The synopsis can be anything from 0-255 characters in length, but keep in mind that it will be printed on the strips. Keep it as short as possible.

8. Press **Enter**.

9. Type the **Location** for the scene.

The Location is the actual shooting location. Enter “**Studio 19;**”. Remember, you must type a semicolon (;) after Studio 19, because **Location** is a category.



10. Press **Enter** three times.

Sequence and Script Day allow you to assign arbitrary names to groups of scenes. This can help you in later organization. Both fields are optional, and we will leave them blank. (See “Entering Scene Information” on page 68.)

11. Enter the script page number where the scene begins. As this is the first scene, type **1** and then press **Enter** (**Return**). The *Quick Entry* window displays.



ENTERING SCRIPT ELEMENTS

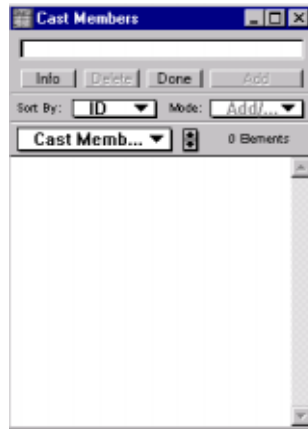
Each script will have multiple elements in each scene. Items like props, stunts, cast, etc. need to be entered individually and applied to the appropriate Breakdown sheets. Movie Magic Scheduling provides several easy ways to do this.


Using the Quick Entry Screen

The quickest way to enter multiple elements into the Breakdown sheets is Quick Entry. When you pressed **Enter** (**Return**) after the Script Page field, the Quick Entry window automatically came up, but you can open the Quick Entry window at any point.

1. Close the **Quick Entry** window by clicking on the **Done** button, or type **CTRL-W** (**⌘-W**).

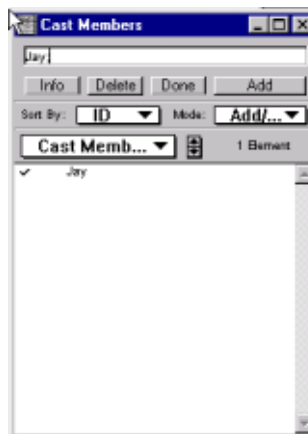
2. Reopen the **Quick Entry** window by typing **CTRL-E** (**⌘-E**). The *Quick Entry* window displays.




 *The checkmark beside the character name in the Quick Entry window means that the character has been added to the current Breakdown sheet.*

3. The *Quick Entry* window always opens to the Cast Members category as this is usually the first category you fill out. Everything entered into a category is an element. Remember to type a semicolon (;) after every new entry.

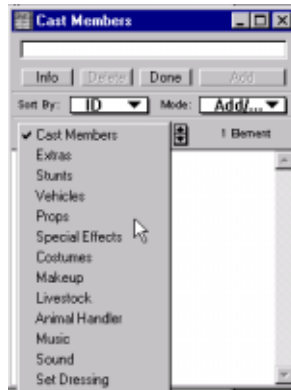
Type **Jay;** and press **Enter (Return)**. Jay is added in both the *Quick Entry* window and the Breakdown sheet under Cast Members.



4. Type **Samantha;** and press **Enter (Return)**. Samantha is added to the cast.

 If you prefer to use the keyboard, you can type the first two or three letters of a category and a colon (:) to switch categories.


5. Move to the **Props** category. Click on the **drop down menu** where it says **Cast Members**, and select **Props**.



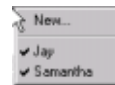
6. Type **Jay's Book**; and then press **Enter (Return)**.
Jay's Book is now entered as a prop in this scene.
7. **Close** the *Quick Entry* window.

Using the Element Info Window

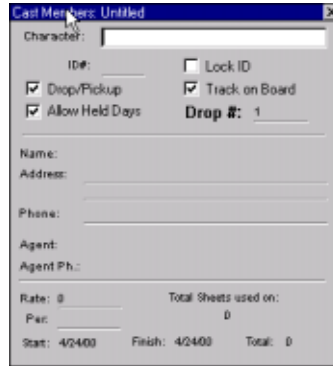
You can instantly access the *Element Info Window* by clicking on any category and selecting **New...** from the drop down menu that appears.


 If you have changed your settings (see "Changing Reaction to a Click on Categories" on page 55 of the Reference Section) you may have to hold down the **Alt (Option)** key while clicking.

1. Click on the category **Cast Members**. A drop down menu appears. Listed on it are the two cast members you have added, and an option for **New...**



2. Select **New...** The *Element Info* Window for Cast Mem-
bers appears.



 You do not have to enter a semicolon (;) after the new element name in the *Element Info* window. This is the only place in the application where this is the case.

3. Notice that the *Element Info* window contains much more information about the element than the *Quick Entry* window. You can enter the actors' names and contact information for each character.

For now, just enter **Jasper** and close the window by pressing **Ctrl-W** (**⌘-W**).

Jasper appears under the Cast Members on the Breakdown sheet. Notice that Jasper has been automatically assigned an ID number of 1.



We will assign ID numbers to all of our Cast Members later.

4. **Save** your schedule. From the **File** menu, select **Save**.
5. You can also get to the *Element Info* window for existing elements by double-clicking on their name. In the **Props** category, double-click on **Jay' book**. The *Element Info* window appears.
6. **Close** the *Element Info* window for Jay's book.

Adding a New Breakdown Sheet

Of course, you can't put all the information from one script into one Breakdown sheet. You will want a separate Breakdown sheet for each scene.

1. Add another Breakdown sheet. From the **Breakdown** menu, select **Add Breakdown Sheet**. A blank Breakdown sheet displays. Notice that it is numbered 2.
2. Create one more Breakdown sheet. This time, type **Ctrl-B** (**⌘-B**). Another sheet is created, numbered 3.

Notice that as you create Breakdown sheets small strips representing each page automatically appear in the mini-stripboard area. With each page you create, another strip will appear. You can navigate by clicking on these strips.



3. Click on the **first strip**, the blue one, and you will jump back to the first Breakdown sheet. The little arrow above the strips lets you know which strip you are seeing.

You can also move between sheets with the keyboard by typing **Ctrl- →** (**⌘-→**) to go to the next page and **Ctrl-←** (**⌘-←**) to go to the previous page.

4. Move to the second Breakdown sheet. Type **Ctrl-→** (**⌘-→**).

ENTERING ELEMENTS INTO LATER BREAKDOWN SHEETS


Your new Breakdown sheets will also need elements. The script would be boring if only the first scene had actors and props.

1. First fill out some of the scene information. Assume the slug line is

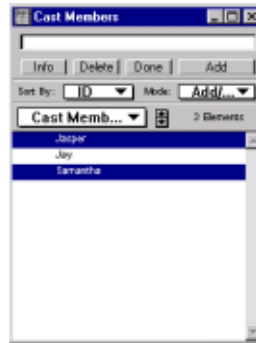
2 INT Student Commons – Day

Fill in the first four fields, remembering to type a semicolon (;) after **Student Commons** in the *Set* field.

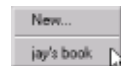
2. Enter **2 1/8** for page length, **NC State Student Center** for location and **2** for Script Page. Leave the other fields blank.
3. Press **Enter (Return)** after the Script Page, the *Quick Entry* window displays *Cast Members*.

 When adding characters to sheets, we recommend using the mouse as much as possible. If you type every element, you might end up with *jasper*, *jsp*, and *jaxter* as elements in the character category because of typos.

- Jasper and Samantha are also in this scene. Click on **Jasper** in the *Quick Entry* window and then, holding down the **Ctrl (⌘)** key, click on **Samantha**. Both names should now be highlighted.




- Click **Add**.
- Sometimes you may find you have added the wrong person to a Breakdown sheet. This is easily remedied. Remove Jasper from the scene. **Highlight** his name by clicking on it, and then click **Remove**.
- Now add a new Cast Member: Enter **Professor Boaz**; and press **Enter (Return)**. Don't forget the semicolon (;). Boaz is added.
- Close** the *Quick Entry* window.
- Click on the **Props** category with the mouse. A drop down menu appears listing New... and Jay's Book. Select **Jay's book** and it is added to the props list for this Breakdown sheet.
- Click on **Props** again and select **New...** The *Element Info* window pops up. Type **Two bottles of Soda** and **close** the window. The new prop has been added.
- Save** your file.

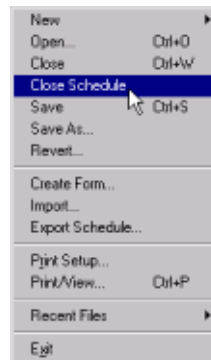


CLOSING THE SCHEDULE

Rather than input an entire script's worth of information, we will work with a script that has already been entered into Breakdown sheets.

 You can also press **Ctrl-Shift-W** (⌘-shift W) to close the schedule.

- To close the schedule you have been working on, from the **File** menu, choose **Close Schedule**.



REVIEW

You should now be able to

- Create Breakdown sheets
- Move between Breakdown sheets
- Enter scene information
- Enter elements into the appropriate categories from the *Quick Entry* window, the *Element Information* window, via keyboard, and by mouse-click

Lesson 3**Manipulating the
Schedule**

After you have entered your element information, you will begin to create a schedule that actually looks like a schedule.

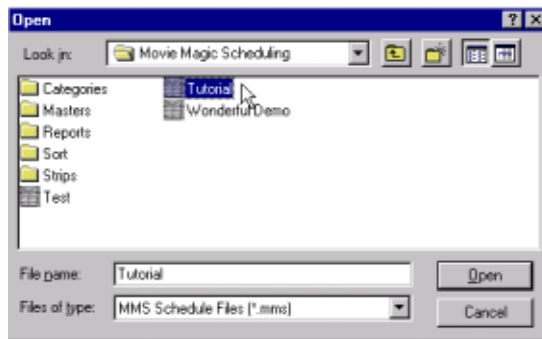
Now you will begin to arrange shooting times, and define daybreaks.

In this lesson, you will learn how to define I.D. numbers, view and move the strips on the Strip Board, and use Sort and Select to easily arrange your strips.

WORKING WITH THE SCHEDULE

Once you have finished a breakdown, you can begin ordering and manipulating your schedule. In order to effectively demonstrate how to manipulate a schedule we will need to use a complete breakdown from a script. Movie Magic has provided a complete breakdown for the movie *It's a Wonderful Life*.

1. From the **File** menu, select **Open**. The *Open* window displays.



2. Select the **Tutorial** file and then click **Open**. The file will open with the first sheet of the completed breakdown for *It's a Wonderful Life*.
3. This tutorial file is read-only. Since we'll want to save changes later, from the **File menu**, select **Save As**. Save this file as **MyTutorial**.

DEFINING ID NUMBERS

One of the first things you will need to do upon completing a breakdown is number the board IDs for Cast Members. Board ID numbers are very important because as we move away from the breakdown sheets and begin working with strips, the cast members are represented on the strips only through their ID numbers.

Reorder IDs by Page Count

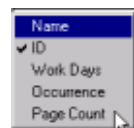
1. From the **Breakdown** menu, select **Renumber Board IDs**. The *Renumber Board IDs* window displays.



Depending on how you entered your Cast Members into your breakdown sheets, your cast may or may not have numbers already beside them.

If you used *Quick Entry* to enter your cast, then no numbers will be assigned. If you entered your cast via the *Element Info* window, then your cast will be numbered in the order you entered them. Usually you will want to renumber before proceeding to other aspects of scheduling.

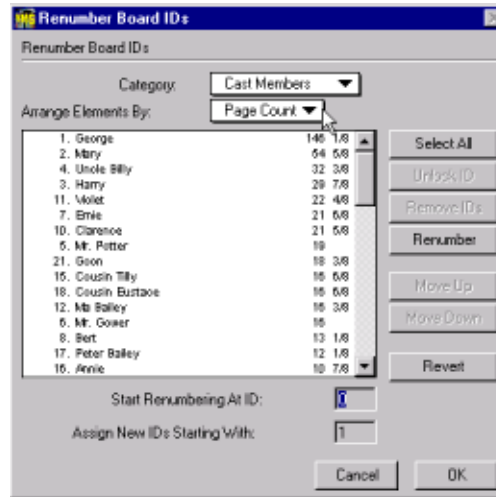
2. From the **Arrange Elements by:** menu, select **Page Count**.



This is one of the most common ways of ordering the cast. It uses the information you entered in your breakdown sheets, and calculates the number of pages each actor appears on in the script, sorting them from most pages to fewest.

The cast list is instantly reordered, and the page count for each player appears to the right of the name. Notice that

the ID numbers have not been changed. They are now out of order.



3. Press **Renum**. The cast is renumbered based upon page count, with George, who has the most pages, listed as character number 1.

Reordering Elements Manually

Now suppose you need to alter this order slightly. For example, suppose the actor playing Clarence was contractually obligated to be no lower than ID number three. Moving individual characters around the list is quite easy.


1. Click on **Clarence**. Then press the **Move Up** or **Move Down** button until he is in the third spot.



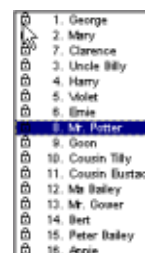
2. Click **Renumber** again and the cast is renumbered appropriately.

Locking the ID numbers

Once you have your cast numbered correctly, it is usually a good idea to lock the numbering so no accidental changes occur. You can lock the numbering for an individual cast member or for the whole cast.

 To lock only one cast member, simply select that ID and click **Lock ID**.

1. Press **Select All** and then press **Lock ID**. Your IDs are now locked. You can unlock your cast IDs at any time by selecting the appropriate cast from this window and pressing the **Unlock ID** button.
2. Click on **Mr. Potter**. Notice the **Lock Icon** beside all of the cast.
3. Click on **Unlock** to remove this icon from the selected cast member and unlock Mr. Potter's position.
4. Notice that the lock icon is no longer beside Mr. Potter's name. Close the *Renumber Board IDs* window by clicking **OK**.



WORKING WITH THE STRIP BOARD

Now that the cast member's ID numbers are set, you can begin to manipulate the schedule. In a manner keeping with industry practice, when you view and work with the schedule in Movie Magic, you are working with some form of Strip Board.

Viewing the Strip Board

Before you can work with a Strip Board, you have to be able to see it.



This bears repeating: If you delete a strip, you also delete the associated breakdown sheet. The reverse is also true.

- From the **Schedule** menu, select **Strip Board**. The Strip Board will display in the thin horizontal strip view.

Each strip you see represents one breakdown sheet. It is important to think of strips and breakdown sheets as being one and the same. The strip is simply a different, compressed view of the breakdown sheet, so that if you delete a strip, you are also deleting that breakdown sheet, and vice versa.

Understanding the Strip Board Views

Contents of a Strip

When you first see them, the strips are listed horizontally, in breakdown sheet order, starting with the first sheet number and continuing to the last. Each strip displays the breakdown sheet number, the scene number(s), interior/exterior, the set, day/night, the page count and the ID numbers of all the cast members in that scene.

Color of a Strip

The default colors of the strips instantly tell you whether a scene is interior/exterior and day/night. You can change these colors. (See “Changing the Color of Strips” on page 94.)

White - interior day

Yellow - exterior day

Blue - interior night

Green - exterior night

Different Views for strips

There are several views of the strips available.

1. Click on the strip icon in the bottom left corner of the screen.



2. A drop down menu will appear. Select **11" Vertical Strips**.



The vertical arrangement of the strips displays. You can just as easily manipulate the schedule from this view as from the previous horizontal format. The thin horizontal format allows you to view more strips at once.

3. Click the strip icon again and choose **Thin Horizontal Strips** to return to the previous view.

Moving Strips Manually

You can easily rearrange the strips manually by simply clicking on a desired strip and then dragging and dropping it into the desired location.

1. Click on the **third strip (Frozen River and Hill)** with the mouse. The strip turns red.
2. Hold the mouse button down and drag the strip to right after strip **16 – Gower’s Drugstore** and let it go.

1	1	EXT	BEDFORD FALLS	NIGHT	6W	FRF
2	2	EXT	HEAVEN	NIGHT	2.5W	FRF
3	4	EXT	MAIN STREET BEDFORD FALLS	DAY	5W	FRF 1, 2
5	5	INT	DRUGSTORE	DAY	3.4W	FRF 1, 2, 5, 13
6	6	INT	PRESCRIPTION ROOM OF DRUGSTORE	DAY	1.2W	FRF 1, 13
7	7	INT	DRUGSTORE	DAY	2W	FRF 1, 2
8	8	EXT	STREET	DAY	2W	FRF 1
9	9	INT	OUTER OFFICE - BLDG. AND LOAN	DAY	1.1W	FRF 1, 3, 10, 11, 32
10	10	INT	BAILEY'S PRIVATE OFFICE	DAY	2.2W	FRF 1, 9, 9, 15
11	11	INT	OUTER OFFICE - BLDG. AND LOAN	DAY	3W	FRF 1, 10, 11
12	12	INT	BACK ROOM DRUGSTORE	DAY	5W	FRF 1, 13
13	13	INT	FRONT ROOM DRUGSTORE	DAY	1W	FRF 2
14	14	INT	BACK ROOM DRUGSTORE	DAY	1.2W	FRF 1
15	15	INT	LODGGE SHIP	DAY	2.2W	FRF 1, 45
16	16	EXT	FROZEN RIVER AND HILL	DAY	1.2W	FRF 1, 4
17	17	INT	GOWER'S DRUGSTORE	DAY	3W	FRF 1, 13
18	18	EXT	MAIN STREET BEDFORD FALLS	DAY	6W	FRF 1, 3, 30, 31
19	19	EXT	MAIN STREET	DAY	1.4W	FRF 1, 3, 4, 14

The strip is automatically inserted between 16 and 17.

3. Like most drag and drop features, you can select groups of items in different ways.
 - Click on **strip 5** with the mouse. Now, hold down the **shift** key and click on **strip 7** as well. Notice how all three strips are selected in red. Release the **shift** key.

- Let's try another method. Click on **strip 4**. The other selected strips are unselected. Hold down the **Ctrl (⌘)** key and click on **Strip 7**. Notice that the intervening strips are not selected.
 - Now, still holding the **Ctrl (⌘)** key, click on **Strip 4** again. It is deselected. Select **strips 5 and 6**.
4. Click on the **selected strips**, hold down the mouse key and drag the selected strips until the pointer is just **after strip 13**.

Release the mouse button and the block of scenes inserts itself between strips 13 and 14.

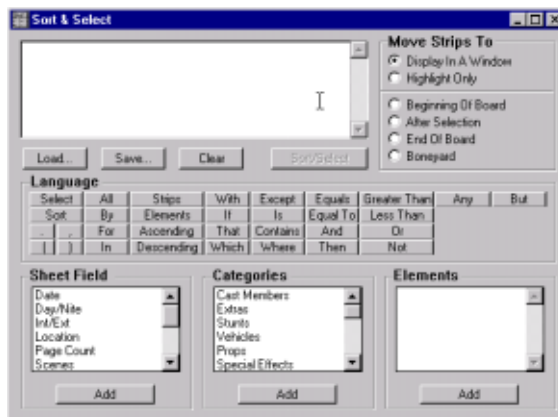
If you wanted, you could arrange the entire schedule in this way, but it would take a considerable amount of time. To rapidly organize all the strips by various fields and elements, we will use the Sort and Select feature.

USING SORT AND SELECT

An endless number of searches and sorts are available from the Sort and Select screen and you can make them as simple or as complex as you want. For more detailed information on the Sort and Select screen, see "Sort and Select" on page 97.

Opening the Sort and Select Screen

- From the **Schedule** menu, select **Sort & Select**. The *Sort & Select* window displays.



Basic Sorting

Don't be daunted by all the buttons on the screen. Sort and Select is actually quite easy to use and all the buttons are there simply to provide you with the greatest range and flexibility in your sorting. First we will perform a simple but useful sort.

1. In the **Language** area click **Sort**, then **Strips**, then **By**.


Notice that as you press the buttons the words appear in the main text screen.

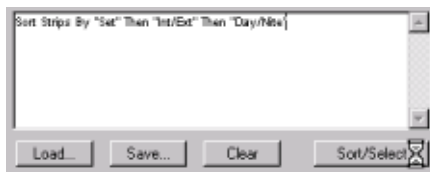


2. In the **Sheet Field** area, click on **Set** and then press the **Add** button below.
3. In the **Language** area, click **Then**.
4. In the **Sheet Field** area, click on **Int/Ext** and click **Add**.
5. Click **Then**.



6. Scroll down in the **Sheet Field** area and click on **Day/Nite**. Press **Add**. The final sort command should read as follows:

 You can also **double-click** rather than **clicking Add**.



7. Click the **Sort/Select** button under the **text** field to execute the sort.

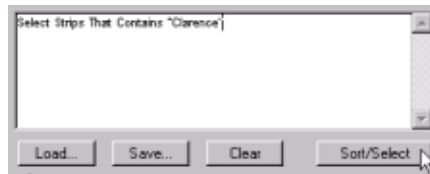
The Strip Board displays, resorted to the order you specified. All exteriors and interiors are grouped together as well as the day and night scenes. Within each group the scenes are ordered alphabetically by set. So multiple scenes that are on the same set are grouped together. You


just saved a lot of manual sorting time. You can go on to manipulate your board further if needed.

Sorting by Character

Next, we will use the select feature to locate and move all scenes containing a certain character. Suppose the actor playing Clarence was only available at the very beginning of the shooting schedule. You would need to bring all of his scenes to the top of the schedule.

1. From the **Schedule** menu, select **Sort & Select**.
2. Click on **Clear** to clear the sort window.
3. In **Language** area click **Select, Strips, That, Contains**.
4. Click **Cast Members** under the **Categories** Field. All the cast members will appear to the right in the *Elements* Field. Click **Clarence** and then **Add** directly below.



 If you execute a **sort**, the order of the strips will be changed. If you execute a **select** then the results will be displayed or moved as you have indicated in the **Move Strips To:** area.

5. Click **Sort/Select**. All scenes containing Clarence are displayed in a new window, but the original Strip Board still exists below it. Close the new window by clicking on the **X** in the upper right (or the **Close** button in the upper left on the Macintosh).
6. In the **Move Strips To:** field on the right, select **Beginning of Board**.
7. Now click **Sort/Select**.

All the scenes that contain Clarence are moved to the top of the schedule and selected.



Notice that they are still ordered in the way you specified before – by Int/Ext, Day/Night, etc. The rest of your board is unaffected.



*Even if you open a new schedule, the Select and Sort settings will remain as you last set them. **Always** check to make sure they are all set where you want them.*

8. Open the **Sort and Select** screen again. Notice that your last settings are the ones that display. It is important to be aware of this. For example, if you were to perform another sort or select, you would probably want to change the Move Strips To field back to Display in a Window.
9. Close the **Sort/Select** window.
10. Also remember that your reordered schedule isn't finalized until you save your file. **Save** your file now.

REVIEW

You should now be able to perform the following tasks:

- Define, Reorder and Renumber Cast ID numbers automatically
- Reorder Cast ID numbers manually
- Lock ID numbers
- Manually change the order of strips in the Strip Board
- Use the *Sort & Select* window to reorganize your schedule

Lesson 4 **Completing a Schedule**

Once you have sorted your schedule into the order you think you should or could shoot, you will need to separate the shooting times into days. Some scenes will be short and you will be able to shoot several in one day. Others will be much longer, sometimes taking several days to shoot.

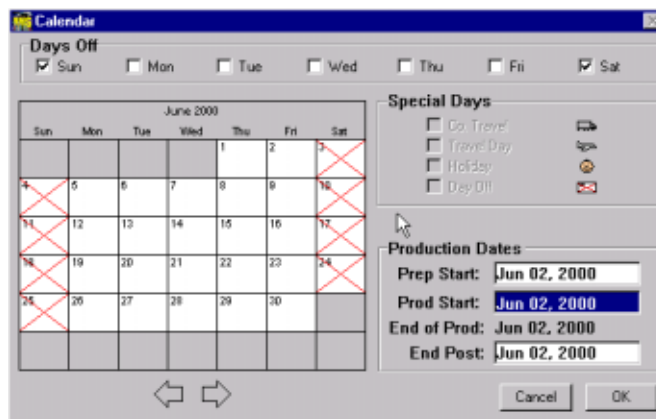
To do this you will need to set up a calendar, put Day Breaks into your Strip Board, and possibly save several versions of the board until you can massage it into a shape you like.

USING THE CALENDAR

You can't have a schedule without relating it to a calendar of some sort. After all, only you know when your shoot will begin and end. You use the calendar to provide the basic information about your schedule: Day you start shooting, Company Travel, Holidays, etc. Any information you enter will impact your schedule.

Creating a Standard Week

1. From the **Schedule** menu, select **Calendar**, or type **CTRL-L (⌘-L)**. The calendar appears.



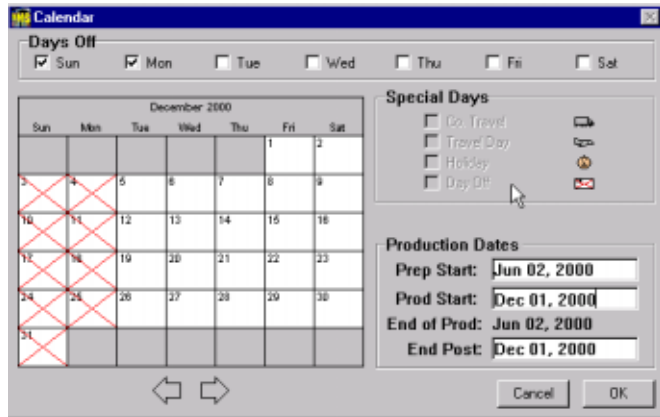
2. The most important information to enter is the production start date. This field is already selected; type in a new date: **Dec 1, 2000**.

The end of production date cannot be changed from the calendar, but will be determined by how you schedule your Strip Board.

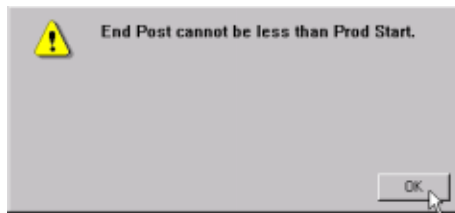
3. **Deselect** the check box beside Saturday. **Select** the check box beside Monday.

When you first open a schedule, the calendar assumes a week that has Saturday and Sunday as standard days off. After changing the checkboxes above, you now have a

schedule that provides for Sunday and Monday as standard days off.



4. The calendar does not automatically update. To have the calendar reflect your new Production Start Date you must close the calendar. Click **OK**. A dialog displays:



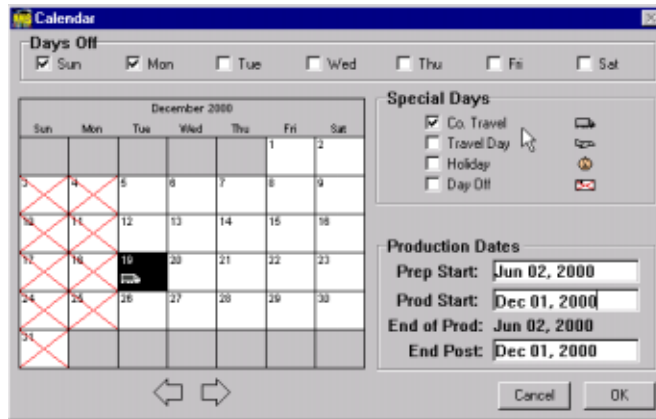
5. Click **OK**. Movie Magic Scheduling will change your End Post Production date automatically.

Inserting Company Travel

We are going to move our production to a new shooting site on December 19. This will need to be indicated on the calendar, as we won't be able to shoot while all the equipment and people are moving.

1. **Open** the Calendar.
2. **Verify** that the calendar month is **December, 2000**. If it is not, click the appropriate arrows below the calendar display to scroll through the calendar until December appears.
3. Click on the calendar day of **December 19**. The checkboxes in the *Special Days* area become active.

- In the *Special Days* area, select the check box beside **Company Travel**. This day is now scheduled as a company travel day. Note the moving van on the calendar. Shooting will not be scheduled on this day, and the Day out of Days will reflect the travel.



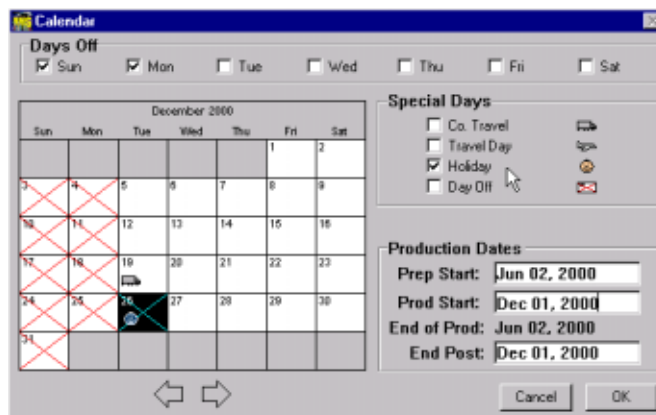
Inserting a Holiday

We will be generous and provide the day after Christmas as a holiday for all cast and crew.

- Click on **December 26** and then click the **check** box beside **Holiday**.

This day is now designated as a holiday day off for cast and crew.

- Click **OK** to close the calendar.




INSERTING DAY BREAKS

Now that we have set the start date and the basic structure of the weekly schedule, the next step is to begin adding Day Breaks. A Day Break is the point where we stop shooting for one day. There can be several scenes shot on one day, if they are short, or, it may take several days to shoot one particularly complex scene.

You can insert Day Breaks one at a time or you can perform an auto Day Break for the whole schedule.

Manually Inserting Daybreaks

1. On the Strip Board, click on the **fourth strip** down (**EXT NICK'S BAR**).
2. From the **Schedule** menu, select **Add Day Break**. A Day Break is inserted.

 Notice that the Day Break was inserted just above the strip you selected. Any time you insert or move an item, whether you drag and drop; choose insert, or cut or copy and paste, the item will be inserted before the line you select.



Day breaks are always displayed in black.

The Day Break day strip will always display the day number, the date and the number of pages scheduled to be shot for that day.

Moving Daybreaks on the Strip Board


Day breaks can be moved and manipulated just like any other strip.

- Click on the **Day Break**, hold down the mouse button and drag the strip one strip up so that it follows the **second** strip (**EXT CEMETERY**).

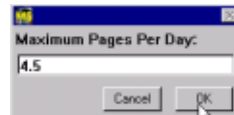


Using Auto Daybreaks

You can also set automatic Day Breaks for the entire Strip Board by specifying the maximum number of pages to be shot per day. Movie Magic Scheduling will set Day Breaks after that number of pages.

 *Inserting auto Day Breaks will move all Day Breaks inserted previously to the Boneyard.*

1. From the **Schedule** menu, select **Auto Day Breaks**. A dialog box displays.
2. Type in **4.5** as the maximum number of pages and then click **OK**. Daybreaks are inserted every 4.5 pages.




Even though you have inserted automatic Day Breaks, you can still shift them around individually with the drag and drop technique, and add others manually if needed.

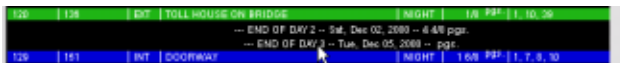
After you insert Day Breaks there will probably be more sorting, changing the calendar or even adding items to the breakdown sheet before the Strip Board approaches a completed state.

Inserting a Day Break for a Complicated or Long Scene

Note that Strip #121: **Toll House on Bridge** (between day 4 & 5) is six pages long. Movie Magic Scheduling can't break the scene up despite our limit on number of pages. If we think this scene will take more than one day to shoot, we need to add a Day Break.

1. Click on the **End of Day 5** strip.
2. From the **Schedule** menu, select **Add Day Break**. Another Day Break is added and we now have enough shooting time to cover the longer scene.

 *You can also add a Day Break by typing **Ctrl-, (⌘-,)***

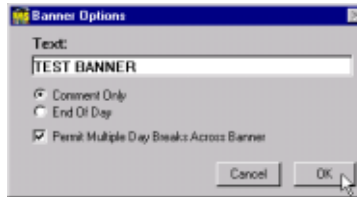


INSERTING A BANNER

Banners are general-purpose strips that you use to indicate a Holiday, Company Move, Travel Day, or anything special you want to note on the Strip Board. There are two kinds of banners: *Comment Only* and *End of Day*. We are going to insert a

Comment only banner into our Strip Board. For more information see “Using the Banner Types” on page 112.

1. On the **Strip Board**, click on the fifth strip down, **NICK’S BAR**.
2. From the **Schedule** menu, select **Add Banner**. The *Banner Options* dialog displays.



3. Enter **TEST BANNER** in the text field.
4. Make sure that **Comment Only** is selected in the selection area near the middle of the screen.
5. Click **OK**. The banner is inserted before the selected strip.




USING BOARD SWAPS


Movie Magic Scheduling allows you to save multiple versions of your Strip Board, so that you can create different versions of the schedule from the same breakdown information and then compare and contrast the different Strip Board orders. These multiple versions are called Board Swaps.

The board swaps merely save the order of your strips and your calendar information.

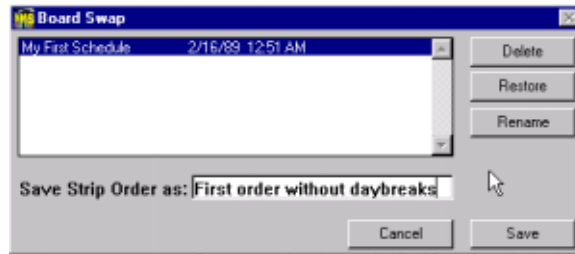
It is important not to think that you are saving the entire schedule with a board swap. You are only saving the order of the strips. If you were to actually delete a strip while in a board swap, it would be permanently deleted from the schedule, including all of your other board swaps. To remove strips or Day Breaks from one board swap and use them in another, move them to the Boneyard.

The Boneyard is a holding area for strips, Day Breaks and banners that are not in use in the current board order. As a gen-

 You can also click the Board Swap icon

 at the bottom of the Strip Board

- From the **Schedule** menu, select **Board Swap**. Notice that *My First Schedule* has been added to the window along with the date and time it was created.

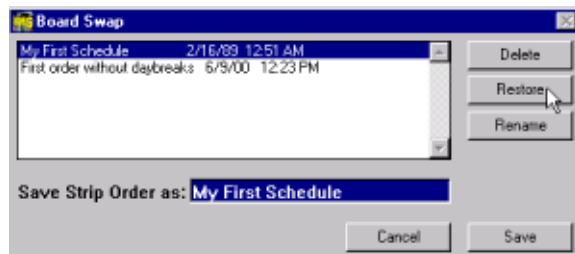


- Name this current version **First Order Without Day Breaks** and click **Save**.


Restoring Board Swaps

At some point, you will want to view one of your saved boards.

- Open the **Board Swap** window.



- Click on **My First Schedule** and then click **Restore**. The version with Day Breaks will be restored.

 If you change the order of the strips, and do not save the board swap, when you Restore a swap, the new order will be lost.

After you have closed your schedule, the next time you open it, the strip order will be dictated by the last board swap you had open. If you do not save this order as a board swap, this order will still remain when you reopen your file.

- Save your entire schedule by pressing **Ctrl-S (⌘-S)**.

USING BOARD SWAPS

Saving multiple board swaps allows you a great measure of flexibility. Using them, you can save multiple schedules in the same file. If actors or crew are only tentatively available you can, while finalizing your schedule, save different versions of it for each possibility.

One word of caution, however. Remember that any time you delete something from the schedule it is gone and the ID number that once was assigned to it can be reused by later items. Restoring a board swap that used the deleted item can result in some strange schedules. It is a better policy to move things you aren't using to the Boneyard, where they remain out of sight, but still available. Conversely, when you add something to a Strip Board, remember to re-save the board swap as well as the schedule. Otherwise the schedule will revert to its original form.

REVIEW

When you finish this lesson, you should be able to:

- Set up the calendar for your production, including standard weeks, holidays, and company moves
- Insert manual Day Breaks
- Insert auto Day Breaks
- Move Day Breaks around in your schedule
- Insert a banner
- Create a board swap
- Restore a board swap

Lesson 5

Creating Output

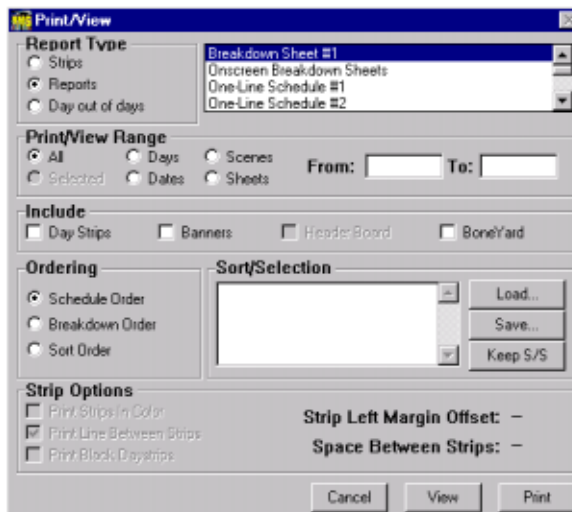
Once you have a schedule in a form you like, you will want to create some form of hard copy.

Movie Magic Scheduling provides several varieties of reports you can use to create hard copy. From printing an entire Strip Board on perforated paper to creating a traditional board that is movable by hand, to the Day out of Days reports and call sheets, you can create and print them with Movie Magic Scheduling.

READY TO OUTPUT

You can print and view all reports from the same window.

- Open the **Print/View** window. From the **File** menu, select **Print/View**. The *Print/View* window displays.



There are three main report types listed in the first field of the window: Strips, Reports and Day out of Days. Each of these contain multiple pre-made reports by Movie Magic Scheduling, and we will discuss some of them below. For more information, or to custom design your own reports see “Designing Custom Output” on page 119.

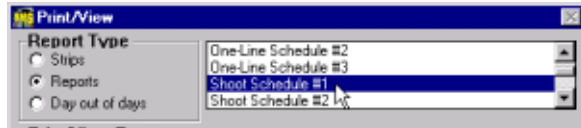
PRINTING THE STRIP BOARD

1. Open the **Print/View** window by typing **Ctrl-P** (**⌘-P**).
2. Select **Strips** by clicking the **selection button**.
3. Select the **desired format** of strips from the list at the right and then click **Print** to print the board. The board is printed on standard paper, easily photocopied and handed out at meetings.

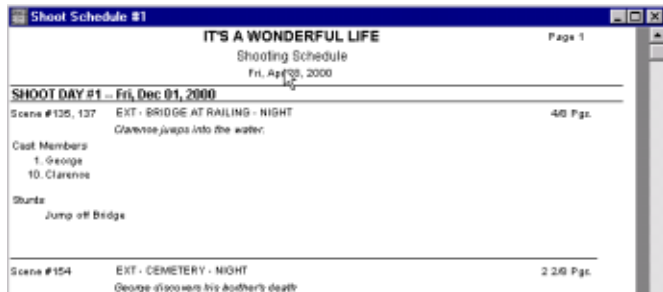
 For information about creating a Strip Board on StripPerf paper or printing in color, see “Printing the Strip Board” on page 161.

PRINTING THE SHOOTING SCHEDULE

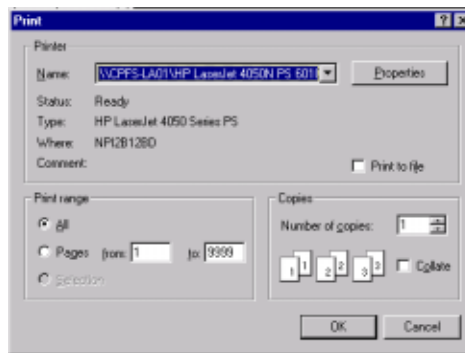
1. Open the **Print/View** window.
2. In the **Report Type** area, select **Reports**.
3. In the list of reports to the right, select **Shoot Schedule #1**.



4. Click **View** at the bottom of the screen. The shooting schedule displays.



5. You can view each page. Click **Next Page** at the bottom of the screen.
6. Print the schedule. Click **Print**. The *Print* screen displays. Click **OK**.




Movie Magic Scheduling provides several different layouts of Shooting Schedules, all viewable from the Print/View window. Like all reports in Movie Magic Scheduling, you can also design your own custom version of the shooting schedule.

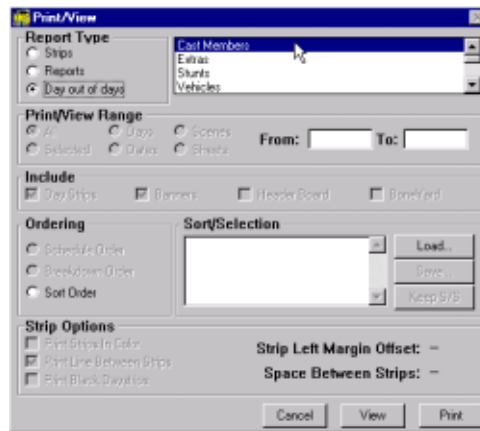
For more information on designing your own reports, see “Designing Custom Output” on page 119.

PRINTING THE DAY OUT OF DAYS

Any category from the breakdown sheets can be printed as a Day out of Days schedule in Movie Magic Scheduling.

1. From the **File** menu, select **Print/View**. The *Print/View* window displays.
2. Select **Day out of days** in the **Report type** area. As in *Reports*, the various schedules are displayed to the left.

 *The Day out of Days does not include any strips following the last Day Break. You must put a Day Break at the end of the schedule to include all strips. The Auto Day Break command does this automatically.*



3. Select **Cast Members** and click **View**. The **Cast Members Day out of Days** schedule displays.
4. To Print this report click **Print**.

REVIEW

After completing this lesson you should be able to:

- View or print the Strip Board
- View or print any pre-designed report
- View or print any Day out of Days

Part II - Reference

Chapter 1

Getting Started

GENERAL SETUP

Installing Movie Magic Scheduling

- ♦ See the *Installation and Release Notes Guide*.

Launching Movie Magic Scheduling

Windows 98

1. Click on the **Start** menu.
2. Choose **Programs, Movie Magic Scheduling, Movie Magic Scheduling**. The application launches.

Macintosh

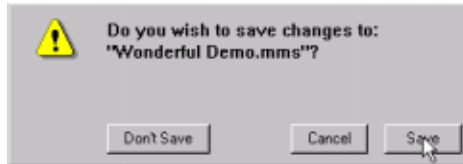
1. Double-click on your **Hard Drive** icon.
2. Double-click on the **Movie Magic Scheduling** folder.
3. Double-click on the **Movie Magic Scheduling** file icon. The application launches.



Exiting Movie Magic Scheduling

1. From the **File** menu, choose **Exit (Quit)**.

- If you have made changes but not saved your schedule, a dialog box will appear, asking you if you wish to save your changes.

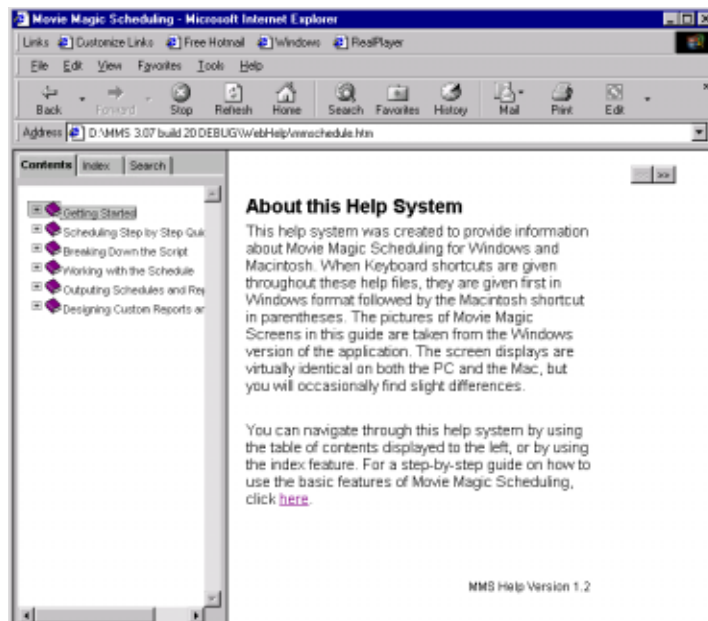


Choose the appropriate response. The application will close.

ONLINE HELP

If you have problems with Movie Magic Budgeting, you can access the built-in help file.

- From the **Help** menu, select **Contents**. Help opens in your internet browser.



- The tabs on the left side of the screen give you the choices of browsing the table of contents (the default), search keywords in the index, or search all the words in the help file for a particular word.

Contents: Choose the book you want to look at and double-click it to open it. Then double-click the page within that book. Help will display in the left-window.

Index: On this tab you can browse the index by scrolling up and down, or you can enter a keyword to search for it. The list will scroll as you enter letters. Click on the **entry** you want to read. If there is more than one entry for that word, a **menu** displays, allowing you to **choose** the entry you want.

Search: The search tab allows you to enter the word you want. Type the word in the Search field, and press **Enter (Return)**. A list of topics containing that word displays. Click on the **topic** you want to see. The topic displays to the right.

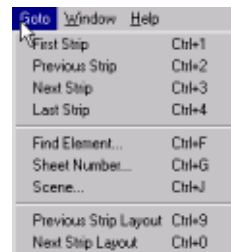
NAVIGATION

In Movie Magic Scheduling there are several ways to access most commands. (See “Keyboard Shortcuts for Commands” on page 167 for a list of possible keyboard commands.)

Using the Menu Bar

All commands can be accessed from the Menu bar. You can also navigate between Strips and Breakdown sheets from the Goto menu.

The first four options allow you to move between breakdown sheets or strips, depending on the window you are viewing.



First Breakdown Sheet/Strip - Move to the first breakdown sheet or strip in the schedule as it is currently organized.

Previous Breakdown Sheet/Strip - Move to the previous breakdown sheet or strip in the schedule as it is currently organized.

Next Breakdown Sheet/Strip - Move to the next breakdown sheet or strip in the schedule as it is currently organized.

Last Breakdown Sheet/Strip - Move to the final breakdown sheet or strip in the schedule as it is currently organized.

The next three options allow you to search for a specific element or sheet.

Find Element - Find an element within the breakdown sheets. Opens the find mode of the *Quick Entry* window. (See “Using Quick Entry” on page 71 for more information.)

Sheet Number - If you know the sheet number of the breakdown sheet or strip you need to see, select this option, enter the number and click OK.

Scene - If you know the scene number of the breakdown sheet or strip you need to see, select this option, enter the number and click OK.

The last two options are only available from the Strip Board. They display the various layouts in which you can view the strips.

Previous Strip Layout - Moves to the previous layout from the one currently used and re-displays the strip board.

Next Strip Layout - Moves to the next layout from the one currently in effect and re-displays the strip board.

Using the Mini-Stripboard

At the top of the screen (the bottom on the Macintosh) is a mini-stripboard.



This Strip Board can get crowded in a large schedule, but it does offer some measure of navigation. Click on a strip and then simply drag the small black arrow across it and you can change your location quickly.

The slug line for the breakdown sheet displays above the mini-stripboard to the right side as you move the arrow.






On the left above the strip board is the name of the Board Swap currently active.

Using the Breakdown Toolbar

At the bottom of the Breakdown window there is a toolbar.



Each icon on the toolbar provides an easy way to navigate through your schedule.

-  Selects the entire breakdown sheet
-  Hides all empty categories
-  Displays all empty categories
-  Moves to the next breakdown sheet
-  Moves to the previous breakdown sheet




In addition, after the icons is a colored row. Clicking on this will display the Strip Board.

Using the Strip Board Toolbar

At the bottom of the Strip Board window there is also a toolbar.



Each icon on the toolbar provides an easy way to navigate through your schedule.

-  From a vertical strip view, hides the headerboard on the strip board. (Horizontal strip views have no headerboard.)
-  From a vertical strip view, displays the headerboard on the strip board. (Horizontal strip views have no headerboard.)
-  Calls a menu of the various strip layouts.



Displays the Board Swap dialog.



Moves selected strips to the boneyard.

Switching from Breakdown Sheets to the Strip Board

- ◆ From the **Schedule** menu, choose **Strip Board**.
- ◆ Or, type **Ctrl-U** (**⌘-U**).
- ◆ Or, click on the **colored bar** in the lower toolbar.

Switching from the Strip Board to Breakdown sheets

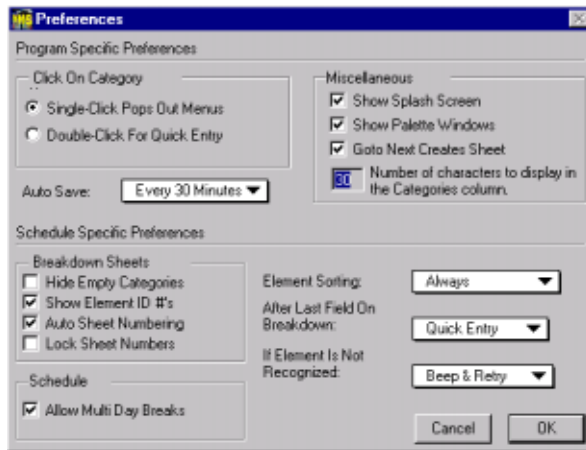
- ◆ From the **Breakdown** menu, choose **Breakdown Sheets**.
- ◆ Or type **Ctrl-Y** (**⌘-Y**).

SETTING PREFERENCES

There are several preferences you can set to make Movie Magic Scheduling work the way you like to work. Some of these, once set, are application-specific, and will be used every time you open the application, unless you change them again. Others are specific to the schedule you are working on and will revert to the default when you create a new schedule.

Application Specific Preferences

- ◆ From the **Edit** menu, select **Preferences**. The *Preferences* window displays.



Changing Reaction to a Click on Categories

You can change the way the application responds when you click on a category on the breakdown sheet.

Single-Click Pops out Menu

- ◆ Choosing this option will pop up the element menu when you click on the category, allowing you to choose an element to add, or to choose New to call up the Element Info window.

In this view, you can hold down the **Alt (Option)** key temporarily enable double-click mode (see below).

Double-Click for Quick-Entry menu

- ◆ Choosing this option will bring up the quick-entry menu when you **double-click** on a Category name on a breakdown sheet.

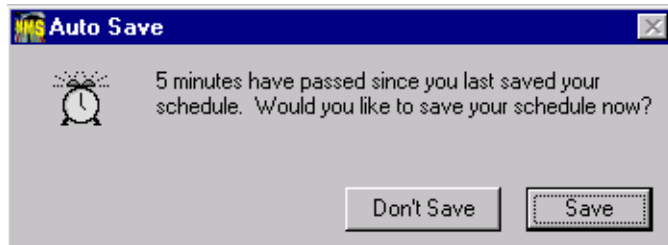
In this view, you can hold down the **Alt (Option)** key to temporarily enable single-click mode (see above).

Changing the Auto-Save response

Movie Magic Scheduling automatically prompts you to save your files while you work. You can change the amount of time between autosaves by changing the value in this drop-down menu. The default is 30 minutes, but if you have an unreliable machine you might want to change it to 15. Alternately, if you

have a highly reliable machine and don't mind the risk, or have a habit of saving often, you could set it for an hour, or not to prompt you at all.

- ◆ When the set time is up, Movie Magic Scheduling will prompt you with a dialog box:



- ◆ Click on the appropriate response and continue working.

Changing Miscellaneous Attributes

Show Splash Screen - If checked, the animated Movie Magic splash screen displays when launching the Scheduling program. Unchecked, the program launches without the splash screen, ready for you to open a file.

Show Palette Windows - If selected, displays the tool palette appropriate to the window you're working in. Shows:

- In any Design window, it displays the Field palette
- In any other window, it displays the Mini-Stripboard

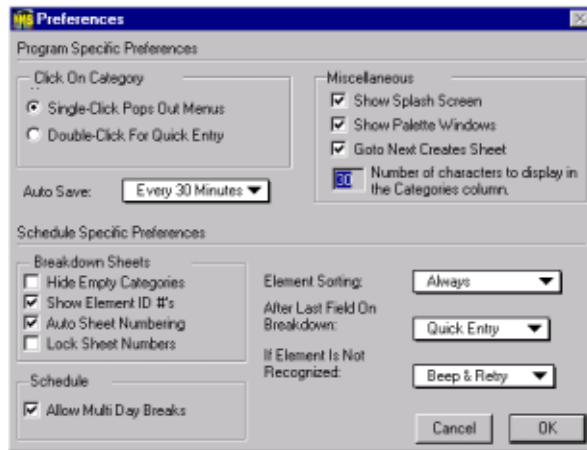
If not selected, palettes do not display. The commands on them can still be selected from the menu bar.

Goto Next Creates New Sheet - When this option is checked, if you are at your last breakdown sheet and select Goto Next, a new sheet will be created. If it is unchecked, when you choose Goto Next, you will remain on the last breakdown sheet.

Number of Characters to Display... - The number you enter here dictates the number of characters displayed in any category column. You can use this preference to make the column wider to accommodate larger elements or narrower to fit more categories on the screen.


Schedule Specific Preferences

- ◆ From the **Edit** menu, select **Preferences**. The *Preferences* window displays.



Changing Breakdown Sheet Display

You can change how the breakdown sheet displays in your schedule. In the Breakdown Sheets area of the Preferences screen, select or deselect the options available.

Hide Empty Categories. Choosing this option  hides all categories on your breakdown sheets that are empty. It can be overridden using the Display Categories icon at the bottom of the Breakdown screen.

Show Element ID #s. When selected, this option displays all element ID numbers before the element name on the breakdown sheet. For example, Jasper might be shown as 1. Jasper.

Auto Sheet Numbering. This option will automatically number your sheets as you add them.

Lock Sheet Numbers. When selected, this option locks sheet numbers so that you cannot renumber the sheets. It is useful when you have established your shooting schedule. Any new sheets added after the numbers have been locked will be numbered 2a, 2b, etc.

Allowing Multi-Day Breaks

Multiple Day Breaks occur when 2 or more Day Break strips are placed next to each other on the schedule, indicating that

the scenes on the preceding strips may be shot on any of the production days designated by the day break strips.

- When checked, the Day out of Days will reflect shooting on both days of the schedule.
- When unchecked, the Day out of Days and shoot schedules will reflect no work on the second day. The day will still be included in the schedule, but nothing will be scheduled on that day.

Sorting Elements

This preference controls when elements are sorted. Elements are usually in the proper order, but making changes to their names, ID numbers, or sort order can force them to be resorted.

Usually leaving this option selected at **Always** is appropriate. If, however, you prefer a custom order for your elements, or if you feel that the performance of your computer is too slow, turning off or delaying resorting of elements can sometimes improve speed.

Always. forces the elements to be sorted whenever there is a change that will affect the order.

Before Print/Save. forces the elements to be sorted when you print or save the file. This prevents reports, strips, or day-out-of-days being printed in the incorrect order.

Never. does not re-sort the elements unless specifically ordered to do so. You can resort the elements by selecting **Recalculate** from the **Schedule** menu.

Changing Action after Last Field



*Pressing **Tab** will always go to the first field at the top of the sheet. The options mentioned above work only with the **Enter (Return)** key.*

To speed up the breakdown process, this option controls what happens when you press **Enter (Return)** while you're in the Script Page field on the breakdown sheet.

Go to First Field. pressing **Enter (Return)** takes you to the *Sheet Number* field.

Insert Elements. pressing **Enter (Return)** inserts a blank line in the first category of the element breakdown area so that you can enter elements quickly by keyboard.

Quick Entry. pressing **Enter (Return)** calls up the Quick Entry window. Because the Quick Entry screen is so versatile, this is the default option.

Adjusting Response to Unrecognized Element

Beep & Retry. if this option is selected, Movie Magic Scheduling will beep and prompt you that “element does not exist.” This allows you to either enter a semicolon to create the element or retry with a different spelling.

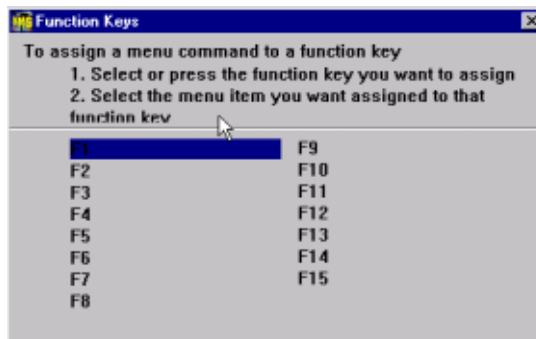
Beep & Continue. when this option is selected, Movie Magic Scheduling will beep, but it will also create the element that it did not recognize. This can be quicker than the first option, but can also lead to various versions of the same element all spelled slightly differently.

Create Element. with this option selected, Movie Magic Scheduling will simply create an unrecognized element and continue to the next field.

SETTING FUNCTION KEYS

You can also set the function keys to perform specific menu commands. Once you have set these, they will work every time you open Movie Magic Scheduling, until you change them.

1. From the **Edit** menu, select **Function Keys**. The *Function Keys* dialog displays.



2. Click next to the name of the function key you want to assign. Then select the menu command from the appropriate menu to assign it.

For example, click on **F4**. That line is highlighted. Then select **Add Banner** from the **Schedule** menu. Add Banner appears next to F4 in the dialog.

From now on, when you press the **F4** key, Movie Magic Scheduling will perform the Add Banner command. If you find yourself making the same commands over again, consider setting function keys for those commands to eliminate extra keystrokes.

Chapter 2 Creating a Schedule

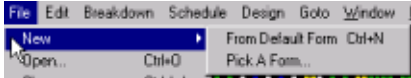
The first thing you need to do when you open Movie Magic Scheduling is create a schedule.

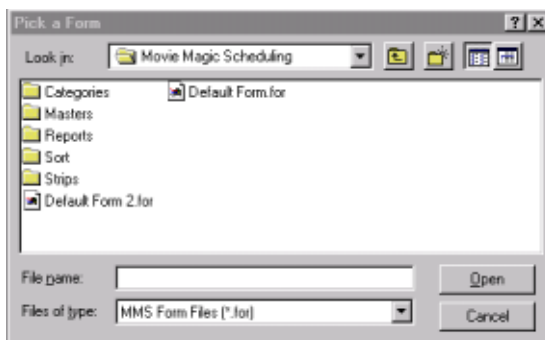
You can either open a new schedule, or open one you have already created and work with it.

NEW SCHEDULE

Creating a schedule is easier than you might think. There are standard layouts for breakdown sheets and reports built into Movie Magic Scheduling.


Creating a New Schedule

1. From the **File** menu, select **New**.
A *secondary menu* displays.
2. You can either create your schedule from the default form or from a form you have created. Choose the appropriate option.
 - If you choose **Default** form, a new scheduling file will open.
 - If you choose **Pick a Form**, the *Pick a Form* window displays, allowing you to choose the form you wish to use. In general, this will be a schedule form that you have created for another script, with custom categories, reports or strips.



Adding Production Information

You can add production information at any time in the scheduling process, although we suggest you add it when you begin creating your schedule. This makes it easier to keep track of the revisions of your schedule.

 Pressing *enter* from this window will save your changes and close the window.

1. From the **Design** menu, select **Picture Info**. The *Picture Info* dialog displays.

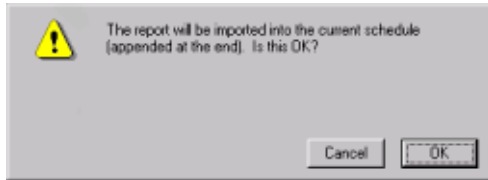
2. Enter the appropriate **information** in each field. All information is optional. Press **Tab** to move from field to field.

Importing Script Information

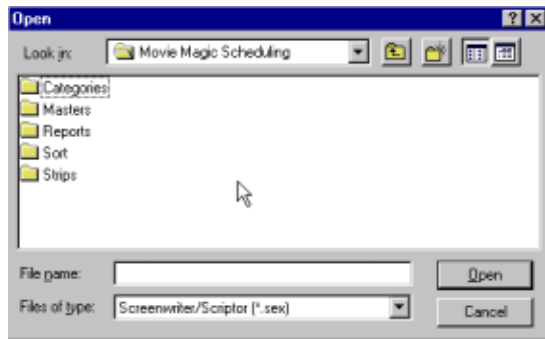
You can import information from several of the scriptwriting software packages on the market.

1. Follow the instructions in your Scriptwriting application to **export** information to Movie Magic Scheduling.

2. **Create** a new schedule. (See “Creating a New Schedule” on page 61.)
3. From the **File** menu, select **Import**. A dialog window displays. Click **OK** to continue.



4. The *Import File* menu displays.



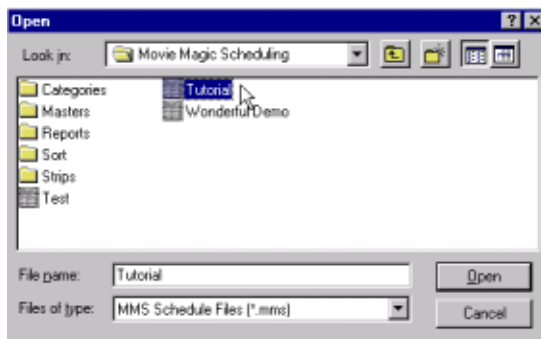
5. Select the file you exported and click **OK**. Movie Magic Scheduling creates breakdown sheets and populates them with any appropriate elements tagged in the original script.

If there is already information in the schedule, any new breakdown sheets will be appended to the end.

OPENING, CLOSING SCHEDULES

Opening a Schedule

1. From the **File** menu, select **Open**. The *Open file* window displays.

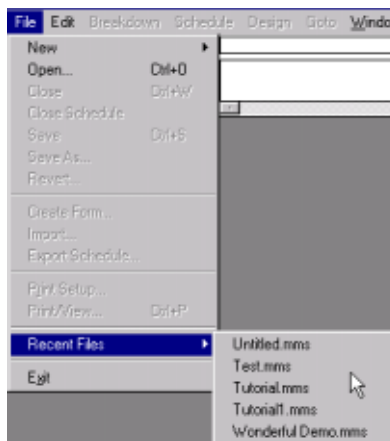


2. Select the schedule you want to open and click **OK**. The schedule opens, displaying the Breakdown sheets for the script.

Opening a Recently Used Schedule

If you have recently used a schedule that you want to open again, you can do this without using the open command.

1. From the **File** menu, select **Recent Files**. A list of recently opened files displays.

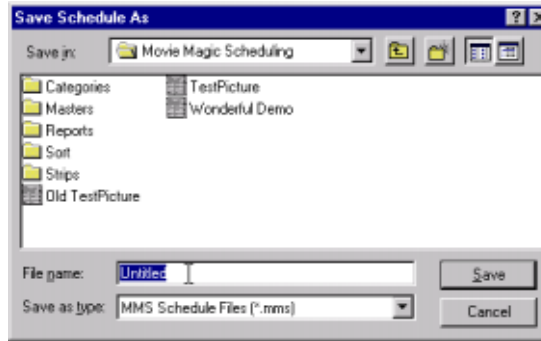


2. **Choose** the **file** you want from this list. The file will open, displaying the first breakdown sheet in the schedule.

Saving

Saving a previously unsaved file

1. From the **File** menu, select **Save** or **Save As**. Alternately, press **Ctrl-S** (⌘-S). The *Save Schedule as* window displays.



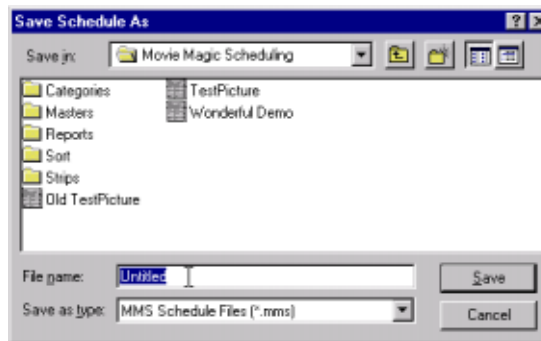
2. Enter the **name** of the document and then click **OK**.

Saving a previously saved file

- ◆ From the **File** menu, select **Save**. The document saves.
- ◆ Alternately, press **Ctrl-S** (⌘-S). The document saves.

Saving a previously saved file with a new name

1. From the **File** menu, select **Save as**. The *Save Schedule as* window displays.



2. Enter the **name** of the document and then click **OK**. The file remains open, with the new name. The file with the old name is not deleted, and you can open it at any time.

Closing a Window

Sometimes you may have more than one window open at a time. You can close them individually.

- ◆ From the **File** menu, select **Close**, OR Press **Ctrl-W** (**⌘-W**).

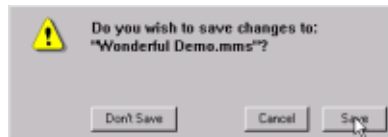
Closing a Schedule

To close the entire schedule, simply selecting Close will not work. Even if all windows are closed, the schedule is still considered open.

- ◆ From the **File** menu, select **Close Schedule**.

Exiting Movie Magic Scheduling

- ◆ From the **File** menu, choose **Exit (Quit)**.
 - If you have not saved your schedule, a dialog displays.



- Select the appropriate choice. The application closes.

Chapter 3

Breakdown Sheets

The Breakdown sheet is the core of all production scheduling, serving as the fundamental source of information. Movie Magic Scheduling has all of the functionality of a manual Breakdown sheet and makes it easier to access and manipulate all of the information contained in the Breakdown. The Movie Magic Breakdown Sheet is divided into three main sections: *Scene Information*, *Categories* and *Storyboard Frames*.

VIEWING BREAKDOWN SHEETS

Movie Magic Scheduling opens automatically to the Breakdown sheet view of the schedule. However, if you have changed to the strip board view you can change back very easily.

- ◆ From the **Breakdown** menu, select **Breakdown Sheets**.
- ◆ Press **Ctrl-Y** (**⌘-Y**). The Breakdown sheets display.

DEFINING THE SCREEN AREAS

Scene Information

The top section of the Movie Magic Breakdown sheet is comprised of scene information that is similar to most manual Breakdown sheets.

The Information contained in this area consists of the Breakdown Sheet Number, Interior/Exterior, Set, Day/Night, Scene Numbers, Page Count, Synopsis, Location, Sequence, Script Day and Script Page.

Categories

The second section of the Breakdown sheet is the Category area. Categories are listed down the left-hand side of the screen under the Scene Information. In a manual Breakdown sheet, empty categories can occupy the majority of the page.

Categories include everything from cast to greenery to stunts and everything in between. When starting a new schedule using the default form, 21 commonly used categories are already defined and listed for your convenience. You may rename, delete or add categories up to a total of 31. For more information on this process, see “Modifying Categories” on page 83.

Storyboard

The third area on the Breakdown sheet, located on the right side of the screen under the Scene information, is a Storyboard area that allows you to add a picture to each Breakdown page. The pictures must be in a Bitmap (.bmp) format for the PC and a PICT format on the MAC. One storyboard picture can be added on each Breakdown page. For more information on adding pictures, see “Adding a Storyboard Picture” on page 84.

ENTERING SCENE INFORMATION

Scene information is entered at the top of the Breakdown sheet. Items colored blue in the Scene Information area are considered categories; there are special rules for adding new elements into categories (see “Elements” on page 70).

Sheet # - This is the number of the Breakdown sheet. Unless you renumber these at some point, this will correspond to the scene number.

I/E - Interior/Exterior. You only need to enter I or E and Movie Magic Scheduling will automatically enter the standard abbreviation.

Set - Enter a brief description of the set. For example, “Outside the Bailey home.”

D/N - Day/Night/Morning/Evening/Dusk. You can enter D, N, M, E or DU in this field and Movie Magic Scheduling will automatically enter the appropriate word.

Scenes - Enter the scene number.

Pages - Enter the number of script pages covered by the scene. Enter whole numbers, then press **Tab** and enter the number of 1/8ths.

Synopsis - Enter a brief synopsis of the scene.

Location - Enter the shooting location of the scene. For example, Studio.

Sequence - The sequence option can be used to manipulate the schedule. For example, if you have a script that will be shot in three different locations, you can enter sequences such as Paris, London and Los Angeles and later sort your strips so that the shoot days for each location are together. (See “Sort and Select” on page 97.)

Script Day - This is an arbitrarily assigned word which notes the chronological time period in which this scene takes place in the script. For scripts that heavily depend on the change of time, this feature can be used to help usefully organize groups of scenes in the script. For example, if the script takes place over three days, Friday, Saturday and Sunday, you can assign a day to each Breakdown sheet. Likewise if the script takes place over a number of years, say 1927, 1935 and 1941 you can assign a year to each corresponding scene.

Script Page - The page of the script where the scene appears.

ADDING A NEW BREAKDOWN SHEET

You can add a new Breakdown sheet to any point in your schedule.

- ◆ From the **Breakdown menu**, select **Add Breakdown Sheet**, or type **Ctrl-B (⌘-B)**. A new Breakdown sheet will be added.
 - If you are at the end of the sheets, the new sheet is added after the current sheet with a new, consecutive number.
 - If you are in the middle of the schedule, the new sheet is added directly after the current sheet, and the new number appends a letter to the end of the current number. For example, you are on sheet 24 when you add a new sheet. The new sheet will be added after 24 and

be numbered 24A. If you then add another, the second new sheet will be numbered 24B and so forth.

ELEMENTS

Elements are the smallest parts of the Breakdown that Movie Magic Scheduling tracks and categorizes throughout the Breakdown sheets.

Examples of elements are the characters listed under the Cast Members category: Steve, Paul, Alicia and Daisy would each be a separate element. As a general rule, elements are the items listed under any category on the Breakdown sheet, but there are four exceptions. The Scene Information at the top of the window contains four fields which contain elements: Set, Location, Sequence and Script Day. You can manipulate the information contained in these four fields in the same way as other elements in the Breakdown sheet, and the same rules apply.

Because Movie Magic tracks and records all elements there are certain rules concerning the names of elements that are important to remember:

- ◆ Element Names can be anywhere from 1 to 255 characters long.
- ◆ No two elements in the same category may share the exact same name. For example there cannot be two “Steve Smiths” under Cast or two “Black Tables” under Props. You must distinguish between similar names. It is possible to have the same names in two different categories, for example, a “Steve Smith” under Cast and a “Steve Smith” under Extras or an “Explosion” in both Optical FX and Mechanical FX. We recommend that you keep all names unique and distinct in order to keep recognition of element names easy and immediate.
- ◆ Element Names must not begin with a period, contain a colon (:) or a semicolon (;). Movie Magic already uses these three special characters for different functions involving elements.
- ◆ Element Names cannot contain curly braces ({}). Curly braces serve as a command in the Design area. (For more information, see “Using Interpreted Text” on page 125.)

USING QUICK ENTRY

Quick Entry is the fastest way to enter new elements into Movie Magic Scheduling.

Opening the Quick Entry Palette

There are three ways to open the Quick Entry Palette.

Menu


- ◆ From the **Breakdown** menu, select **Element Quick Entry**.

Keyboard

- ◆ Press **Ctrl-E** (**Command-E**).

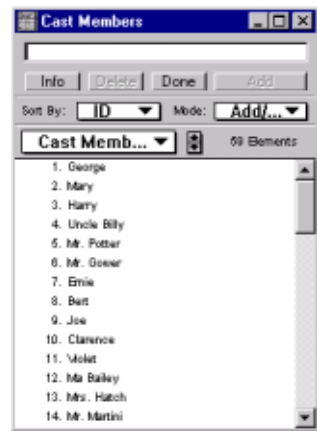
Mouse

- ◆ If your preferences are set to Double-click for Quick Entry (see “Changing Reaction to a Click on Categories” on page 55), you can **double-click** on a **category** and the *Quick Entry* palette will open.

 You can open Quick Entry from either the Breakdown sheets or the Strip Board.

- ◆ If your preferences are set to Single-Click for Element Info window (see “Changing Reaction to a Click on Categories” on page 55), you can hold down the **Alt** key and then **double-click** on a **category** to open the *Quick Entry* palette.

The Quick Entry palette displays.



Changing the Quick Entry Mode

The Quick Entry palette has three modes: Add/Remove, Create, and Find. Each of these modes limits what can be done in a different manner.

Add/Remove - Allows you to add or remove elements from the current Breakdown Sheet. (See “Adding New Elements to

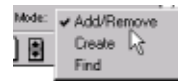
the Breakdown Sheet” on page 73 and “Removing Elements from the Breakdown Sheet” on page 74.)

Create - Allows you to create elements without adding them to the Breakdown sheet. If you work best by creating a long list of elements and then adding them to your sheets, this is a useful mode. (See “Creating New Elements without Adding them” on page 75.)

Find - Allows you to locate any existing element on either Breakdown sheets or strips, taking you to the appropriate sheet or strip. (See “Finding an Element in the Breakdown Sheets” on page 75.)

You can easily change the mode where you work.

1. From the **Quick Entry** palette, click on the **name** of the mode.
2. Select the **mode** you want from the drop-down menu.



Selecting the Category

The *Element Quick Entry* window always opens to whatever category is selected. If no category is selected, it opens to Cast Members as the default. At some point you will want to add elements to all categories on the Breakdown sheet without leaving the *Quick Entry* window. To do this, you will want to change the category in Quick Entry.

1. From the Quick Entry screen, click on the arrow beside the words Cast Members. A list of categories displays.



2. Select the category you want to work with from the list. The category changes. Now any element you add will be placed under the selected category.



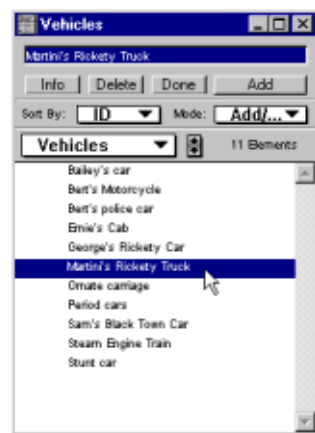
Adding New Elements to the Breakdown Sheet

The easiest way to add elements to the Breakdown sheet is by using the mouse.

1. In the **Add/Remove** mode, select the category where you want the element to appear.



2. The list of **available elements** displays in the element field.
3. If the element you want to add is on the list, select the element by clicking on it. Then click **Add**. (Or just **double-click** on the element). The element is added to the Breakdown sheet under the selected category.




4. If the element you want to add is not on the list, type the name in the first field (above the buttons), followed by a semicolon. For example, enter **Fred;** and press **Enter (Return)**. The element is created and added to the Breakdown sheet under the selected category.

Removing Elements from the Breakdown Sheet

You can use the Quick Entry window to remove items from a Breakdown sheet as well.

1. From the **Quick Entry** window, be sure you are in the **Add/Remove Mode**.



 To select more than one item not adjacent, hold down the **Ctrl (Shift)** key and click on the required items.

2. In the **Category** field, select the **category** where the element is located and then click on that **element**, highlighting it.
3. The **add/remove** button will now be titled **Remove**. Click **Remove** to remove the element from the current Breakdown sheet.




Alternately, in this mode you can double-click the name of the element, to either add or remove it.

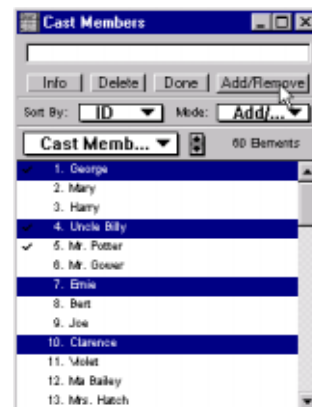
Adding and Removing Elements Simultaneously

If you discover that there are some elements in a category that need to be removed and others that need to be added, you can do this all at one time.

1. In the **Quick Element** window, **Add/Remove** mode, select the category where you want to switch elements.

 To select more than one item not adjacent, hold down the **Ctrl (Shift)** key and click on the required items.

2. From the **element list** in the **Quick Element** window, select all the **elements** affected.
3. In the row of buttons at the top of the window, click **Add/Remove**. The elements that were in the Breakdown sheet are removed, and those that weren't are added.



Creating New Elements without Adding them

You can create elements without adding them to the current Breakdown sheet. This is particularly useful if you want to create all the elements to be used in the Breakdown at one time.

1. In the **Quick Element** window, change the **Mode** to **Create**.



This is one of the few cases where you do not have to type a semicolon (;) to create an element.

2. Select the **category** where you want to add elements.
3. Enter the **name** of the elements in the entry field and then press **Enter (Return)** (or click **Create**). The element is added to the current category, but not to the Breakdown sheet.



Finding an Element in the Breakdown Sheets

You can also locate an element in the Breakdown without modifying or creating it.

1. In the **Quick Element** window, change the **Mode** to **Find**.



Select with Mouse

You can select the element you want to find with the mouse.

1. In the **Category** field, select the **category** where the element is located and then click on that **element**, highlighting it.
2. Click **Find** or press **Enter (Return)** to page through the Breakdown sheets that contain the element.

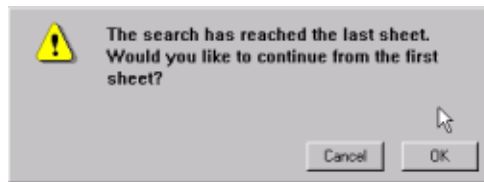
Select by Keyboard

Alternately, you can find the desired element by using the keyboard.

1. Enter the beginning of the element name in the entry field and then pressing **Enter (Return)**. All of the elements **beginning with** those letters display at the bottom of the Quick Entry window. See “Finding a List of Related Elements” below.
2. Select the element you want to find and click **Find**. If you have selected more than one element, Movie Magic Scheduling will find the Breakdown sheets that contain *all* of the selected elements. If no sheet contains all the selected elements, a dialog displays.



3. Movie Magic Scheduling will page through Breakdown sheets one at a time as you click **Find**. When it has reached the end of the Breakdown sheets, another dialog displays.



Finding a List of Related Elements

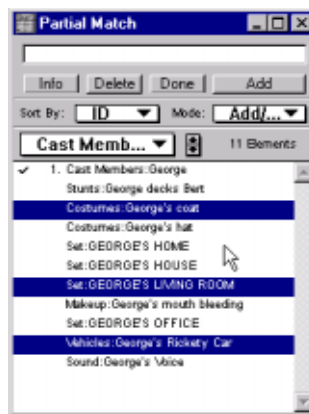
You can find a list of related elements in any mode except Create. This can be useful if you want to add, find, or delete a group of related items. For example, perhaps George’s coat, George’s hat and George’s rickety car.

1. From the **Quick Entry** window, be sure you are in the **Add/Remove Mode**, or the **Find Mode**.
2. In the **Element Entry** field, enter part of the **name of the element** you want to find and then press **Enter (Return)**.



Do not enter a semi-colon after the letters you type to find. Entering a semi-colon will cause Movie Magic Scheduling to create an element rather than finding it.

- For example, entering **George** in *Wonderful Life*, or entering **Geo**, and pressing **Enter** (**Return**) will bring up a list of *all* elements that include those letters.
- If what you typed matches a portion of several elements, a list will display in the lower portion of the Quick Entry window so you can choose the appropriate element.
- If the element does not exist, a message to that effect will display above the mini stripboard.



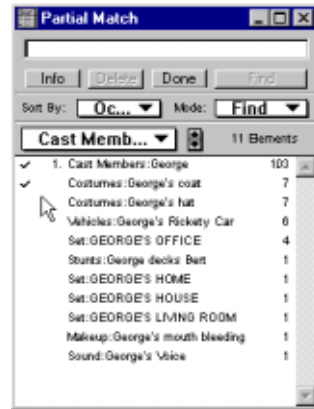
In this case, to create the element, enter a **semicolon** (;) after the element name and then press **Enter** (**Return**) or click **Add**. The element will be added to the list and to the category you have selected. Be sure the correct category has been selected. (See “Selecting the Category” on page 72.)

Sorting the Element List


While you are working with Quick Entry, you can sort the way the elements display in the element field.

1. From the **Quick Entry** window, in the **Sort By** menu, select the way you want the elements to **display**.
 - **ID** - will sort them by ID number. This is particularly useful for Cast. Elements that do not have IDs will be sorted alphabetically.
 - **Name** - will sort alphabetically by the name of the element.

- **Occurrence** - will sort the element list by number of occurrences on Breakdown sheets. The number of occurrences will display to the right of the element name.
2. The elements are immediately **sorted** by the method you have chosen.




Getting Information about an Element

 Clicking on **Info** for an element that does not exist when you are in the **Add/Remove** mode will create that element. This can result in slightly different entries for the same element.

From the Quick Entry window you can also access the Element information window.

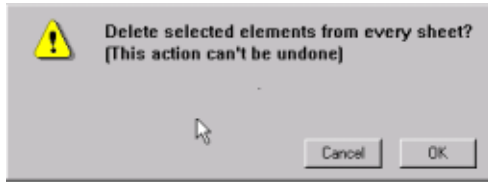
1. From the **Quick Entry** window, select the category of the element.
2. Click on the **desired element** from the list of elements displayed at the bottom of the *Quick Entry Screen*.
3. Under the **Element Entry** field, click the **Info** button.

Deleting an Element from the Category

 Alternately, you can select a group of related elements. See “Finding a List of Related Elements” on page 76.

1. From the **Quick Entry** window, select the category of the element.
2. **Click** on the desired element from the list of elements displayed at the bottom of the Quick Entry Screen.
3. Under the **Element Entry** field, click **Delete**.
 - If the element has not been added to a Breakdown sheet, it is deleted from the category.

- If the element has been added to a Breakdown sheet, a dialog box displays, telling you how many sheets use it and asking if you want to delete it.

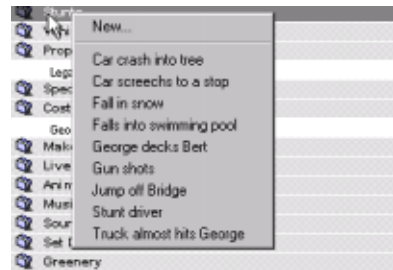


Click **OK** to delete them, or click **Cancel** to return to Quick Entry.

USING THE MOUSE TO ADD ELEMENTS

If you prefer, you can bypass the Quick Entry window altogether and simply use your mouse to add elements to the Breakdown sheets.

1. From the **Breakdown sheet**, click on the **category** where you want to add an element. A window pops up with a list of possible elements.



2. Select the **element** you want to add. The element is added to the Breakdown sheet.
3. If the element is not on the list, select **New...**. The *Element Info* window displays (see “Creating New Elements” on page 81), allowing you to create the element in this category.

USING THE ELEMENT INFO WINDOW

You can access the Element Information window in three ways.

- From the *Quick Entry* window, select an **element** and click **Info**.
- From the *Breakdown* sheet, double-click on an **element**.

- From the *Breakdown* sheet, click on a **category name** and select **New**. This option will create a new element and add it to the current Breakdown Sheet, as well as open the Element Info window.

The Element Info Windows

There are three pre-set element information windows. If you need custom information for any of the other categories, you can design your own. (See “Designing Custom Output” on page 119).

Cast - This window was designed for easy retrieval of such cast information as contact info for the actor (including agent), rate, start/finish dates, etc.

Cast Members: Untitled

Character: _____

ID#: _____ Lock ID

Drop/Pickup Track on Board

Allow Held Days **Drop #:** 1

Name: _____

Address: _____

Phone: _____

Agent: _____

Agent Ph.: _____

Rate: 0 Total Sheets used on:

Per: _____ 0

Start: 5/8/09 Finish: 5/8/09 Total: 0

Extras - This window was designed for easy retrieval of such information about extras as how many extras are required, and their pay rate.

Extras: Untitled

Name: _____

Board ID: _____ Lock ID

Track on Board

Starting Date: 5/8/09

Finish Date: 5/8/09

Total Days: 0

Pay: 0

Minimum: 0

Drop/Pickup Allow Held Days

Drop #: 1

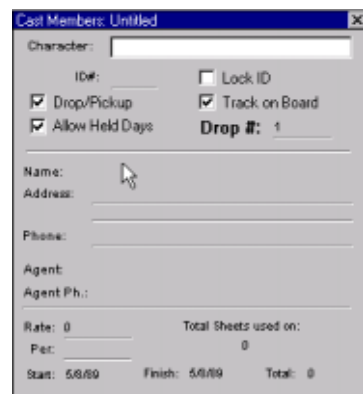
Stunts - Stunts often also require specialized information. This screen includes such information as contact names and phone numbers, and notes on the stunt.



Creating New Elements

You can create new elements from the Element Info screen. This is one of the few locations where you do not have to enter a semicolon to add an element.

1. From the *Breakdown* sheet, click on a **category name** and select **New**. The Element Info window displays, with an entry point in the element name field.
2. Enter the **name** of the element and press **Tab** or **Enter (Return)**. The insertion point will move to the next field.
3. Continue **entering information** until you have completed the information field. The only field that is required is the name field.
4. Click the appropriate **check boxes** to select or deselect them.
5. **Close** the window by clicking on the **X** in the upper right corner. When you close the window, the element is created and added to the Breakdown sheet.



Adding Info to an Existing element

You can also add information to an existing element in the Element Info window.

1. Open the element info window for the element in one of the following ways:
 - **Double-click** on the element in the category list of a Breakdown sheet.
 - Select the element from the **Quick Entry** window and click **Info**.
2. Click in the **field** where you want to add information, and type it in. You can move from field to field by pressing **Tab** or **Enter (Return)**.

Manually Defining the Drop #

From the Cast Members Element Information window, you can define which drop period you want to use for that cast member. For example, if in your schedule you have more than one period possible to drop that cast member, you can choose the second, or third opportunity rather than the first.

By default, Movie Magic Scheduling will drop the cast member at the first opportunity, unless **Minimize Hold Days (Best drop)** is selected on the *Day out of Days* option window. (See “Minimize Hold Days (Best Drop)” on page 145.)



However, if you know there is more than one opportunity for a drop, you can enter a number in the **Drop #** field of the cast member.

- ♦ Enter **1** to use the first opportunity to drop that cast member, enter **2** to use the second, and so on.

HIDING AND DISPLAYING EMPTY CATEGORIES

As you add elements, the list of categories expands as necessary across your screen. If you are working on a particularly large production there may simply be too many categories on the screen. At this point the empty categories are just taking up space that could be better used by elements or by the storyboard illustration.

You can hide these empty categories and only display the ones that contain elements.

- ◆ Type **Ctrl-H** (**⌘-H**) to hide the categories or display them if they have been hidden.
- ◆ Alternately, click on the **Hide**  or **Display**  **Category button** on the toolbar at the bottom of the Breakdown sheet window.
- ◆ Or, from the **Breakdown** menu, select **Hide** (or **Show**) **Empty Categories**.

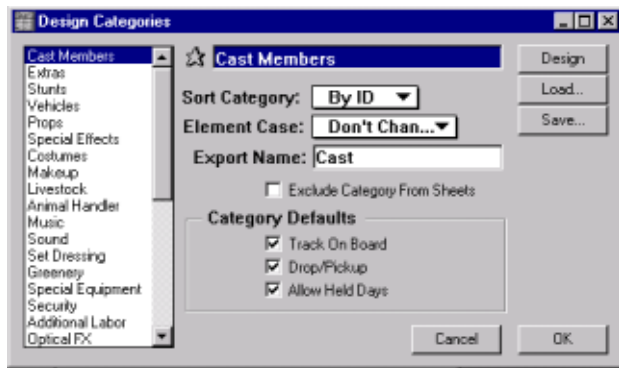
MODIFYING CATEGORIES

For more detailed information about designing categories and element information sheets, see “Designing Custom Output” on page 119.

Changing Category Names

If a category name doesn’t match what you need for the production you are working, you can change it.

1. From the **Design** menu, select **Categories**. The *Design Categories* window displays.

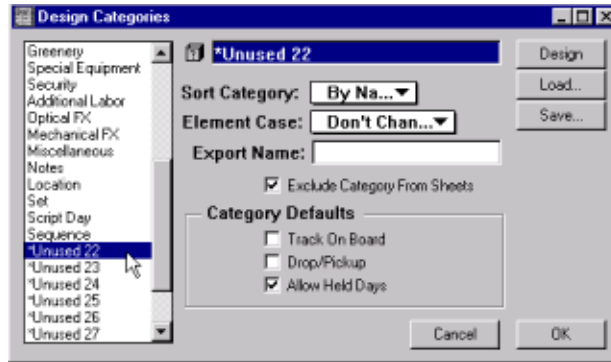


2. From the **list** of categories on the left, click on the **category** you want to change. The category will display, with the name highlighted.
3. Type the **new name** and then press **Enter**. (Or click **OK**.) The design window closes and the name is changed.

Adding a New Category

If you are missing a category where you need to add elements, you can add a new category to your category list.

1. From the **Design** menu, select **Categories**. The *Design Categories* window displays.



2. From the **list** of categories on the left, click on an **Unused category**. The category will display, with the name highlighted.
3. Type the **new name**.
4. Select the desired **Sorting** and **Case** options from the drop-down menus.
5. If you wish, click on **Design** to redesign the Element info window for this Category. (See “Designing Custom Output” on page 119.)
6. Click **OK** to close the window and add the new Category.

USING STORYBOARD PICTURES

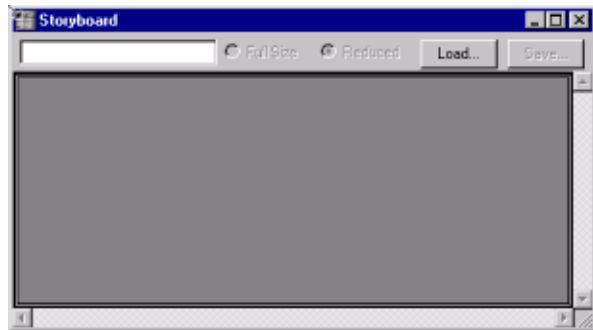
Adding a Storyboard Picture

Movie Magic Scheduling provides the option of adding a storyboard illustration to each Breakdown sheet. Storyboard pictures must be in Windows bitmap format (.bmp) or Macintosh PICT format. Adding them to your Breakdown sheets is simple.

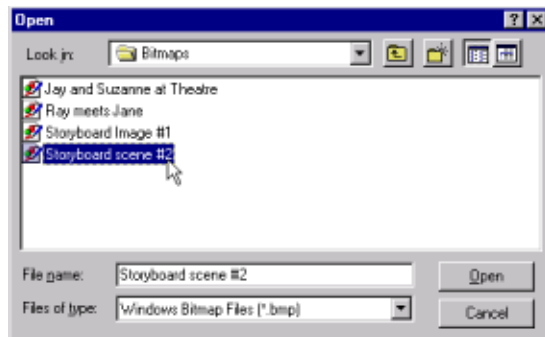
1. **Save** your storyboard illustrations in a common folder where they will be easy to locate.

Remember that they must be in Windows bitmap (.bmp) format for the PC or PICT format for the Macintosh.

2. Return to **Movie Magic Scheduling**. You must be on the Breakdown sheet where you want the storyboard picture to appear.
3. From the **Breakdown** menu, select **Edit Storyboard**. The Storyboard window displays.



4. Click on **Load** to load your image. The **Open** window displays.



5. The *Open* window works like a standard Open window. Choose the image you want to include and click **Open**.
6. The image displays in the *Storyboard* window. Choosing reduced at the top of the Edit Storyboard window will reduce the bitmap so you can see the entire image in that window. It does not affect the image on the Breakdown sheet.
7. **Close** the window by clicking on the **X** in the upper right (close button in the upper left on the Mac). The illustration is now included on the Breakdown sheet.

Removing a Storyboard Picture

You can also remove a storyboard picture that you have inserted.

1. On the Breakdown screen, click on the storyboard picture to select it. That section of the screen will be highlighted in blue.

Storyboard: "Building & Loan Sign"



2. From the **Edit** menu, select either **Cut** or **Clear**. Or, press **Ctrl-X (⌘-X)**. The Storyboard image is removed.

DUPLICATING BREAKDOWN SHEETS

You may find that one scene is so similar to another that, rather than entering all the information twice, you would be better off duplicating the original and just making the various changes to it.

This is also useful if you have changes to the script that need to be included in the schedule. New scenes, for example.

1. **Go** to the **sheet** you want to duplicate.
2. From the **Edit** menu, select **Duplicate** sheet, or type **Ctrl-D (⌘-D)**. A duplicate sheet displays.



- If the duplicate is in the middle of several sheets, it will be numbered the same as the original, plus an A (e.g., the original is 133, the new sheet will be 133A).

- If the duplicate is at the end of the Breakdown, it will be numbered directly after the original (e.g., the original is 143, the new sheet will be 144).
3. Make any changes to the sheet that are required.

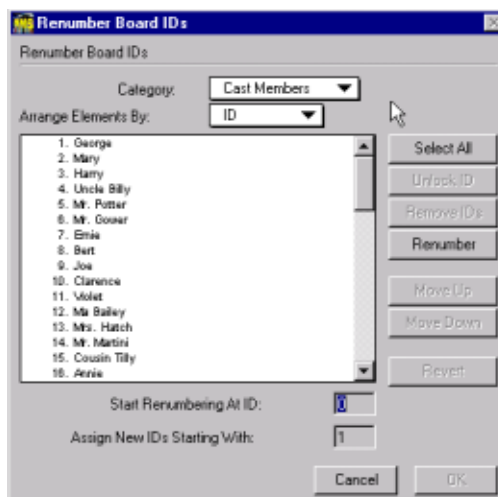
WORKING WITH BOARD ID NUMBERS

One of the first things you will need to do upon completing a Breakdown is to number or renumber the board IDs for some elements, most particularly, Cast Members. Board ID numbers are very important because as we move away from the Breakdown sheets and begin working with strips, the cast members are represented on the strips only through their ID numbers. If you create your elements using the Quick Entry window, they will not have Board IDs assigned to them.

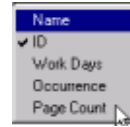
Reorder IDs by Page Count

In general, cast members will be numbered by the number of pages they have in the script. There will be exceptions due to contracts, but these can be moved manually after the basic reordering. (See “Reordering Elements Manually” on page 88.) You can also use these instructions to order any element by the number of pages where it is mentioned in the script.

1. From the **Breakdown** menu, select **Renumber Board IDs**. The *Renumber Board IDs* window displays.

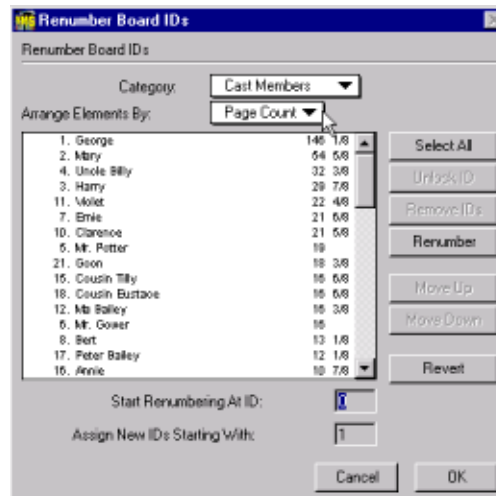


2. Select the category of elements you want to work with from the Category menu (usually this will be Cast Members, so that is the category that automatically displays).
3. From the **Arrange Elements by:** menu, select **Page Count**.



This is one of the most common ways of ordering the cast. It uses the information you entered in your Breakdown sheets, and calculates the number of pages each actor appears on in the script, sorting them from most pages to fewest.

The cast list is instantly reordered, and the page count for each player appears to the right of the name. The ID numbers are not changed at this point.

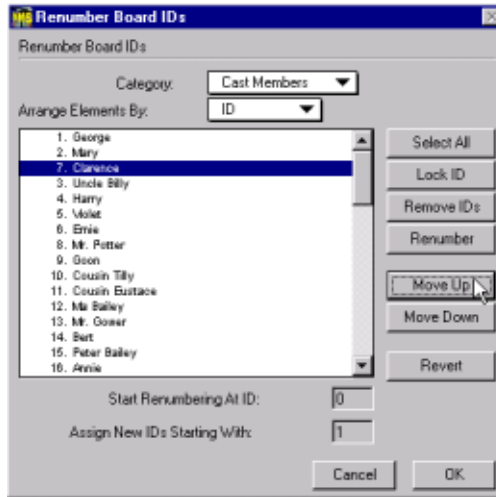


4. Click **Renum**. The elements are renumbered based upon page count. The number of pages where each element occurs is listed to the right of the name.

Reordering Elements Manually

You can also reorder the element lists manually. For example, perhaps the actor playing Clarence is contractually obligated to be no lower than ID number three. Moving individual elements around the list is quite easy.

1. Click on **an element**. Then press the **Move Up** or **Move Down** button until it is where you want it.



2. Click **Renumber** again and the elements are renumbered in this order.

Locking the ID Numbers

Once you have your elements numbered correctly, you may want to lock their positions so that they cannot be changed accidentally.

- ◆ Select the **elements** you wish to lock and then press **Lock ID**. Your IDs are now locked, and a lock icon appears beside the locked element.




Unlocking the ID Numbers

You can unlock a locked ID.

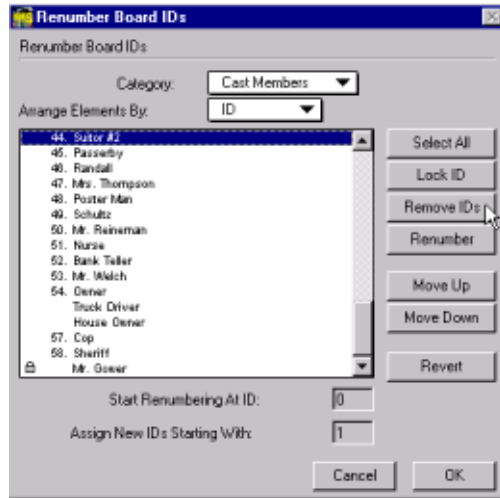
- ◆ Select the **locked element or elements** you wish to unlock and then press **Unlock ID**. The IDs are unlocked and can now be renumbered.

Removing ID Numbers

 You can remove ID numbers from locked elements. If you do this, the locked element remains locked, but with no number attached. If you reorder your list, any elements in this position will be moved to the end of the element list.


You can also remove the ID numbers from any element, although you do not have to remove the ID numbers to reorder the list.

- ◆ Select the **elements** and then press **Remove IDs**. The ID numbers are removed from the selected elements.



RENUMBERING BREAKDOWN SHEETS

When you first have all the information entered into your Breakdown sheets, you may want to renumber them, to eliminate the lettered numbers of duplicate sheets, etc.

 This renumbering cannot be undone.

Renumbering sheets takes the current order of the Breakdown sheets and numbers them 1 to the end. It cannot be undone, so be very careful when using this option. Sometimes you may want the additional letters after the sheet number.

1. Put the Breakdown sheets your chosen order. Usually you will do this using the strip board. (See “Sorting Strips Manually” on page 95, “Sort and Select” on page 97, or “Using the Reorder Command” on page 96.)
2. From the **Breakdown** menu, select **Renumber** sheets. The strips are renumbered.

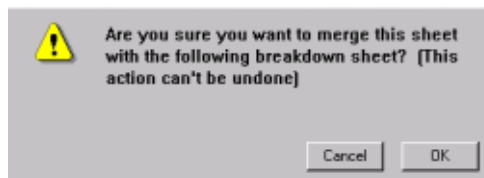
MERGING BREAKDOWN SHEETS

You may find that you need to merge two Breakdown sheets into one. When you do this, there are several things you need to keep in mind.



Merging cannot be undone.

- ◆ Movie Magic Scheduling will merge most fields. In essence, a new sheet is created using the elements from the first two. Movie Magic Scheduling includes information from the merged sheets as follows:
 - Information from the second sheet replaces information from the first sheet in elements from the Scene Information area (Int/Ext, Set, D/N, and Script Page).
 - Elements from the lower half of the Breakdown sheet, in Categories such as Cast, Props, Stunts, etc. are merged together and all information is included on the new Breakdown sheet.
 - ◆ You cannot merge two sheets that both have storyboard pictures. One of the pictures must be removed first. (See “Removing a Storyboard Picture” on page 86).
 - ◆ You can only merge sheets that are next to each other. If you have two sheets to be merged, and are separated by another sheet, you will have to go to the strip view and move them together.
 - ◆ You can only merge sheets from the Breakdown sheet view.
1. From the **Breakdown** view, display the **first** of the two sheets you wish to merge.
 2. From the **Breakdown** menu, select **Merge Sheets**. A dialog displays.



3. To merge the sheets, click **OK**. The sheets are merged, and the sheet takes the number of the second sheet of the pair.

Chapter 4

The Strip Board

The Strip Board is where you will actually do most of your scheduling. It works like a manual Strip Board. In a manner keeping with industry practice, when you view and work with the schedule in Movie Magic, you are working with some form of Strip Board.

WHAT ARE STRIPS?

Strips are the schedule's version of the breakdown sheets. They are, in fact, a different view of the breakdown sheets. If there is no breakdown sheet for a scene, there will be no strip.

On the other side of the coin, if you delete a strip, you will also delete the associated breakdown sheet.

SETUP

When you first see them, the strips are listed in breakdown sheet order, starting with the first sheet number and going to the last. Each strip displays the breakdown sheet number, the scene number(s), interior/exterior, the set, day/night, the page count and the ID numbers of all the cast members in that scene.

Standard Colors

The colors of the strips instantly tell you whether a scene is interior/exterior and day/night. The default strip colors are as follows:

White - interior day

Yellow - exterior day

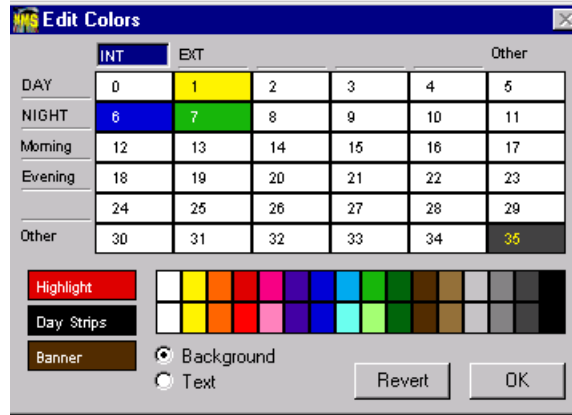
Blue - interior night

Green - exterior night

CHANGING THE COLOR OF STRIPS

You can change the colors of the strips if you prefer a different color scheme.

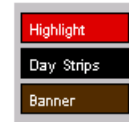
1. From the **Design** menu, choose **INT/EXT colors**. The *Edit Colors* dialog displays.



From this dialog, you can change the colors of any group of strips.

2. Click on the **square** that corresponds to the type of strip you want to change.

You can also change the colors of highlighted strips, day strips, or Banners. Click on the corresponding **label**.



3. Click on a **color** on the color palette. The color of the selected type of strip changes.



4. You can also change the color of the text. Click on the **selection button** labelled **Text** near the bottom of the dialog. Then proceed as in step 2.

VIEWING THE STRIP BOARD


The Different Views

Movie Magic can accommodate up to eight different strip designs per schedule. Eight layouts are already defined in the Movie Magic default form. These include an 11” vertical strip view, several 14” vertical strips views, the thin horizontal strip view and two other horizontal strip displays.

- ◆ From the **Schedule** menu, select **Strip Board**, or type **CTRL-U (⌘-U)**. The Strip Board displays in its default layout “Thin Horizontal Strip” or in the last layout in which the board was viewed.

Switching between Different Views

You can move between Strip Board Layouts in three ways.

- ◆ From the **Goto** menu, select **Next Strip Layout** or **Previous Strip Layout**
- ◆ From the **Keyboard**, press **Ctrl-0 (⌘-0)** for Next Strip Layout or **Ctrl-9 (⌘-9)** for Previous Strip Layout.
- ◆ From the bottom of the screen you can use the Layout icon  and then choose the layout you want to use.

Standard Information on a Strip

The standard information that displays on the strips includes the sheet number, the scene number(s), INT/EXT, set, DAY/NITE, page count, and the cast member IDs. On the vertical strip views the synopsis is included as well. It is possible to customize your Strip Boards to include information. (See “Designing Custom Strips” on page 135 for more information.)

SORTING STRIPS MANUALLY

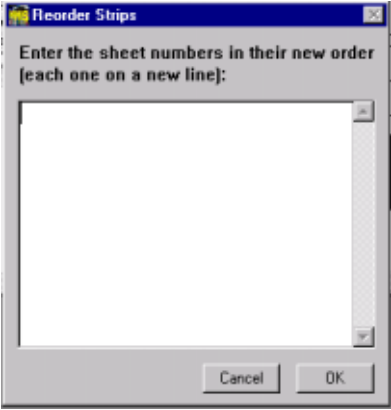
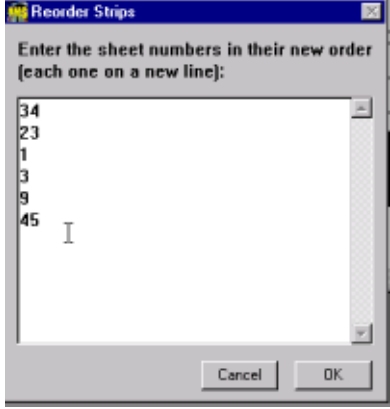
Using Drag and Drop

Strips on the Strip Board can be moved using standard drag-and-drop methods.

1. To move strips **select** them with the mouse (using **Shift** or **Ctrl** to select multiple strips at once). The strips will be highlighted in red when selected.
2. Move the selected strips by **holding down the mouse button, dragging** the strips to the desired location on the Strip Board and **releasing** the mouse button. The strips will be placed directly before the strip outlined when the mouse button was released.

Using the Reorder Command

If you know the numbers of the strips, and the order you want them, you can also reorder the Strip Board by using the **Reorder Strips** command.

1. From the **Schedule** menu, select **Reorder Strips**. The *Reorder Strips* window displays.
 
2. Enter the **sheet numbers** in the field, separating them by pressing **Enter (Return)**. If you have already added Daybreaks to your schedule, you can place them in this order by typing **D** as a placeholder.
 
3. Click **OK** to reorder the strips. The Strip Board is reordered immediately. To see the breakdown sheets in the new order, however, an additional step is necessary.
4. Display the Breakdown Sheets by typing **Ctrl-Y (⌘-Y)**.

5. Press **Ctrl - →** (⌘→) and then **Ctrl - ←** (⌘←). The breakdown sheets now display in the new order.

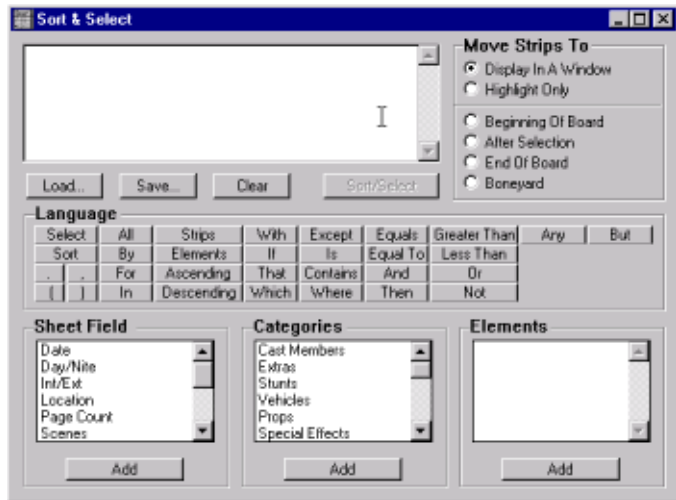
SORT AND SELECT

The power of Movie Magic Scheduling is most evident in its ability automatically sort strips into the order you want them. Do this using the Sort and Select window.

Opening Sort and Select

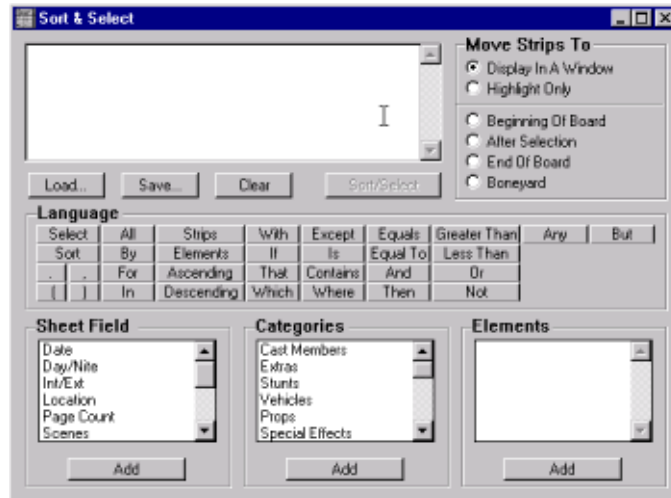
You can sort or select strips from either the Breakdown sheets or the Strip Board. When you run your sort, however, Movie Magic Scheduling will display the Strip Board.

1. From the **Schedule** menu, select **Sort and Select**. The *Sort and Select* window displays.



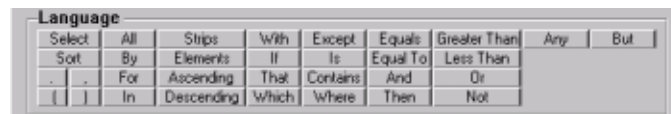
Entering Sort and Select Commands

The Sort and Select window is one of the most powerful screens available in Movie Magic Scheduling. With it you can order, reorder, search, and move strips automatically.



Choosing commands

Sort commands are entered by clicking the buttons in the middle of the window and then selecting elements in the lower area. (See below.)



In general, any sort and select that you can think of that makes sense can be entered and executed. Occasionally you will receive a “Syntax Error” when executing a sort or select. This usually occurs because of a typographical error, or because you have asked to perform a sort and select that is impossible, or too broad. (See “Troubleshooting Sort and Select” on page 105, below.)

- ◆ **Click** on the buttons in the order you want to create the command. The command appears in the Text field with the appropriate punctuation included.

Selecting elements

You select elements in the same general manner as Commands. In the bottom third of the window are three lists.




1. The first two lists (Sheet Field and Category) are groupings of elements. Click on **one of the items** in these fields and possible elements for that selection appear in the Element list.
2. When you have clicked on the **Sheet Field** item or **Element** that you want to include in the command, click on **Add** and it displays in the text field.

Putting it together

Almost any sort or select you can think of can be executed.

One important rule to remember is that you can't sort or select by category. For example, the command:

Sort Strips by "Cast Member"

 *If you want to sort by a category, an element **must** be selected from that category.*

is meaningless to Movie Magic Scheduling. Every strip usually contains cast members and most contain multiple cast members. Movie Magic Scheduling doesn't know which cast members to sort by unless you tell it.

The command should include a specific cast member, and be entered as follows:

Sort Strips by "Mary"

or

Sort Strips Where "Cast Members" Contains "Mary"

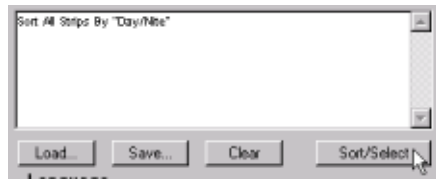
or

Sort Strips that Contains "Mary"

All of these commands are valid, provided that you have not named multiple elements by the same name. If you have a cast member and an extra both named Mary, you will need to specify the category.

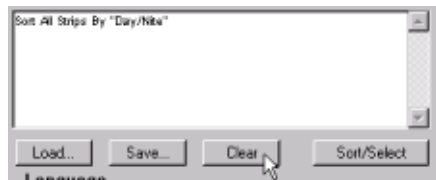
Performing the sort/select

- ◆ When you have completed entering the command, press **Sort/Select** to perform the Sort/Select.



Clearing the text window

If you want to begin a new sort/select command, you can clear the text field and begin entering commands again.




- ◆ Click **Clear** below the text field. The text field clears.

Sorting Syntax and Examples

Sorting reorders your Strip Board by the order that you specify. Sorting interprets each of the criteria that you specify one at a time in a hierarchical manner.

Sort by set

You may want to sort your board by Set in order to put all like sets together.

 *Sorting always changes the order of your Strip Board. Create a Swap Board before Sorting “Swapping Boards” on page 114.*

Sort By “Set” Then “Int/Ext” Then “Day/Nite”

The strips are sorted first so that all the scenes in the same set are together in alphabetical order. Within the sets, the scenes would be grouped by whether the scenes were interior or exterior. Within the interior and exterior scene groups the scenes would be separated by Day or Night.

Other common sorts

There are several commonly used sort lists. These include:

To Do:	Enter This:
Color Sort	Sort by “int/ext” then “day/nite” then “set”

To Do:	Enter This:
Set Sort	Sort by "Set"
Scenes Sort	Sort by "Scenes"
Sheet # Sort	Sort by "Sheet Number"
Location Scout Sort	Sort by "Set", "Day/Nite", "Int/Ext."


Sorting Syntax

Sort commands and any of the modifiers (Strips, All Strips, Ascending, Descending, etc.) should be followed by one field or more, and any conditional expressions. For example:

Sort Strips Ascending by "Fieldname" and "Fieldname"

Selecting Syntax and Examples

Selecting strips searches for strips that meet the criteria you specify and then displays the strips for viewing.

 *Selecting strips does not alter the order of the Strip Board unless you specify that the strips should be moved. See "Moving Strips with a Select Command" on page 102.*

Select by Elements

Select Strips That Contains "George" And "Mary"

If this criteria is entered, all the strips in which George and Mary appear together display. In the default mode, these strips will simply be displayed in a separate window without affecting the Strip Board. You can specify that the selected scenes be moved if you wish. For further information on this feature see "Moving Strips with a Select Command" on page 102.

Select Any

You can also select strips based on any category or field type, for example:

Select strips with any "Extras"

will select strips containing any element from the category "Extras." Using this option from the Print/View window allows you to generate reports that contain only the selected strips. (See "Ordering and Sort/Selection" on page 156).

Selecting Banners & Daybreaks


You can also select only the Day Breaks or the Banners from your schedule. Enter the select as follows:

Select “Sheet Number” <1

Sheet Number “<1” tells Movie Magic Scheduling to select strips that are not breakdown sheets.

Selecting partial matches to sheet fields

Using the select term “contains” usually searches for an exact match with an element. There is one exception to this.

 This will work with any sheet field, whether or not it contains elements.

If you are selecting by a sheet field you can use the keyboard enter part of an entry for that item. For example, you can enter:


Select all strips if “Synopsis” contains

using the buttons. and then type in:

“Car Chase”

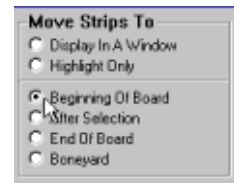
and Movie Magic Scheduling will select all the strips where the synopsis contains the phrase **car chase**, including “Ned & Tim’s Car Chase,” “Car Chase from the Theater” and “Big finale - Car Chase”.

Moving Strips with a Select Command

 If you use both sort and select in the same command, Movie Magic Scheduling always performs the select first and then sorts the selected strips, not the entire schedule.

When you perform a sort, the strips are automatically reordered on the Strip Board in the order you have requested. When you perform a select, however, the results will be displayed in a new window and the Strip Board will not be changed unless you specifically tell

Movie Magic Scheduling where to move the strips. You have several options for displaying or moving selected strips.



Display In a Window – This is the default selection for the Sort and Select Screen. Selected strips display in a separate window from the Strip Board and the order of the Strip Board will not be affected.

Highlight Only – The selected strips are highlighted in red on the Strip Board itself. The order of the Strip board will not be

affected. This can be useful for selecting strips which you can move manually (by dragging) to any location on the board.

Beginning of Board – This option moves all selected strips from their current location to the beginning of the Strip Board. *The order of the Strip Board is altered.*

After Selection – This option moves all selected strips from their current location to after whatever strip(s) are currently highlighted on the Strip Board. *The order of the Strip Board is altered.*

End of Board – This option moves all selected strips from their current location to the end of the Strips Board. *The order of the Strip Board is altered.*

Boneyard – This option moves all selected strips from the Strip Board to the Boneyard. *The order of the Strip Board is altered.* For more information on this option, see “Using the Boneyard” on page 113.

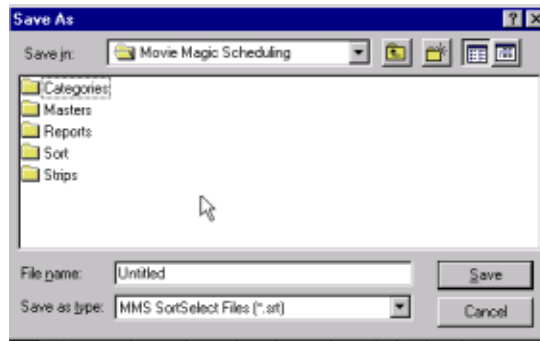
Saving a Sort or Select Command

You can save a sort and select function to use later. If you often find yourself entering the same information over again, this may be the thing to do.

1. **Fill out the command** as if you were going to perform the sort/select.
2. Instead of clicking Sort/Select, click on **Save** under the Text Field.




The *Save As* dialog displays.



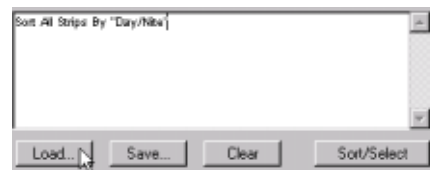
3. Enter a **name** you will remember and **select a location** to store the file. Movie Magic Scheduling has prepared a folder called “Sort” for this type of file.
4. Click **OK**.

Loading a Sort or Select Command

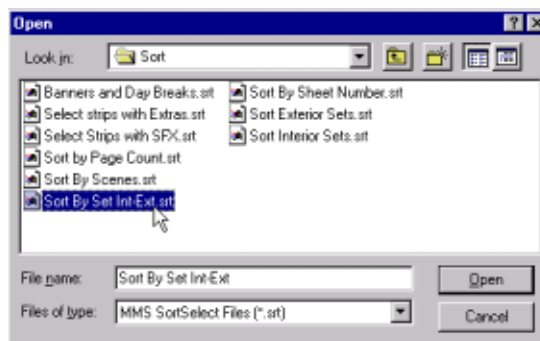
 *Movie Magic Scheduling has provided several pre-saved sort commands that are often used. They are located in the Sort folder.*

Once you have saved a sort/select command, you will need to retrieve it to use it.

1. Click on **Load** under the **Text Field**.



The *Open* dialog displays.



2. Select the **sort file** you want to use, and click **OK**. The command displays in the Text Field. Click **Sort/Select** to perform the sort or select.

Troubleshooting Sort and Select

You may find that Movie Magic Scheduling doesn't understand the instructions you put into a list.

- When this occurs, a *Syntax Error* dialog displays.



- After you have clicked OK, the cursor will display in the text field as close to the error as possible. This makes it easier for you to find and correct the problem.

Syntax errors can be caused by several possible problems.

Basic Syntax Errors

The easiest solution to most syntax problems is to be more specific. If you receive a syntax error in a command that includes element name like "Nora," try clarifying the instruction by saying "Cast Member" equals "Nora" or "Cast Member" Contains "Nora".

Use of Terminology

Another common problem is that you are using one of the sort and select terms incorrectly. This may also be the case if you find you have received what you consider a strange result from a sort or select.

By, Containing, Do, Does, For, That, Where, Which, and With. are ignored by Movie Magic. However, they are allowed to make the instructions sound like proper English. For example:

Select all strips with "Fred"

or

Select all strips that contains "Fred"

mean the same thing as:

Select "Fred"

Commas. can be interpreted as either "or" or "then", depending on whether they are in a sort or a select.

- When selecting, commas stand for the word “or”.
- When sorting, commas stand for the word “then”.

Contains. the element name must be an exact match unless you are searching a sheet field. In the latter case, partial text matches are allowed.

- If you do not constrain a “contains” statement with a sheet field or category title, CONTAINS tells Movie Magic to look for any category element that matches that name. For example:

Select all strips that contains “Explosion”

will select all the strips that have the special effect called “Explosion” in them. In addition, if for some reason you had a prop called “Explosion” it, too, would be selected.

- If you constrain a “contains” statement to a specific sheet field, all strips that match the search text, partial or exact, will be found. For example:

Select all strips if “Synopsis” contains “Car Chase”

will select all the strips where the synopsis contains the phrase car chase, including “Ned & Tim’s Car Chase,” “Car Chase from the Theater” and “Big finale - Car Chase”.

Equal or Equal To. Finds the corresponding element and chooses the strips that have that element in it. The element name must be an exact match. For example,

Select all strips where “Cast” equals “Nora”

will select all the strips on which the cast member “Nora” appears.

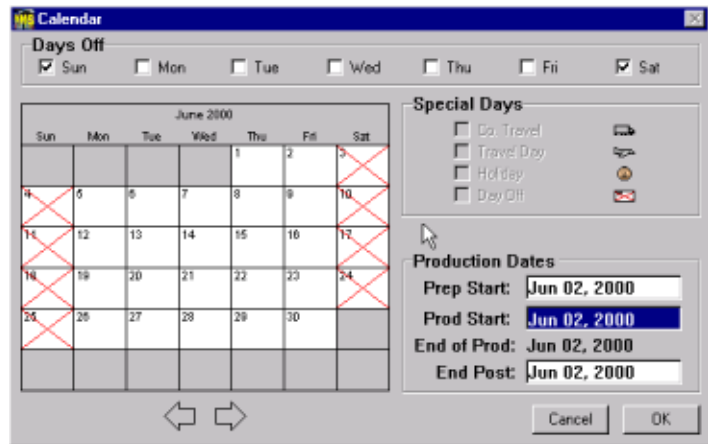
Is. means the same thing as “Equals”.

Strips. includes sheets. To Movie Magic, these are simply different views of the same information.

USING THE CALENDAR

How you set up the calendar is important to every aspect of scheduling that relates to actual days in production. If you have not set up your calendar, automatic Day Breaks will not

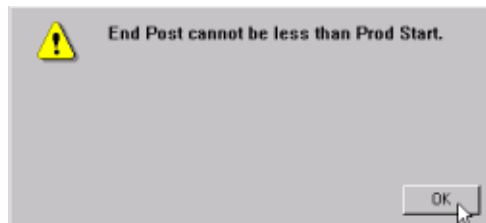
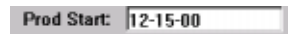
work properly, and the day out of days report and shooting schedules will be missing important information.



Entering Production Dates

A schedule isn't a schedule unless it has dates assigned to it. The first step in setting up your calendar is to set up the Production Start Date.

1. From the **Schedule** menu, select **Calendar**. The *Calendar* Window displays.
2. Click in **Prod Start** field and enter the date you will enter the Production phase of your project (the first Shoot Day).
 - You can type out the date, or
 - Use the numeric abbreviation (e.g. 12-15-00)
3. Enter the **Prep Start** and **End Post** dates if you wish. These fields are optional at this time. If you do not enter an End Post date, a dialog will display notifying you that End Post cannot be less than the Production date.



4. Click **OK**. The calendar will close, adjusting the dates in the process. The **End Prod** (End Production) date is calculated automatically when Day Breaks are added and the schedule is finalized.

Setting Days Off

These checkboxes allow you to set the days the production will normally have off during the shoot. The default when you enter the calendar for the first time is always Saturday and Sunday.

- ◆ Change the days off by **selecting or deselecting** the check box beside the appropriate days. When a day is selected, that day is marked with a red **X** in every week of the calendar.

Navigating through the Calendar

You can page through the months on the calendar.

Under the Calendar, there are two arrows. **Click** on them to move through the calendar.

- → Move to next month
- ← Move to previous month

Setting Special Days

Special days on the calendar include Company Travel, Holidays, Travel days, and Days off.

1. Select the desired day on the calendar by clicking on the **calendar box** for that day.
2. Select the **check box** beside the appropriate Special Day option. The icon for that kind of day displays on the calendar day and the change is reflected on your schedule and reports.
 - **Co. Travel** (Company Travel)- designates the day as a travel day for the entire company. Prevents Movie Magic Scheduling from scheduling shooting on this day.
 - **Holiday** - designates a specific day as a day-off specifically for a holiday. Prevents Movie Magic Scheduling from scheduling shooting on this day.

- **Travel Day** - designates the day as travelling, but allows shooting to be scheduled. On the Day out of Days, any cast member that has started work but is not scheduled for shooting will be listed as travelling. Future versions of Movie Magic Scheduling will have enhanced travelling functions.
- **Day Off** - designates a specific day as a miscellaneous day off. No shooting will be scheduled.


DAY BREAKS

Day Breaks are the breaks in your schedule that separate strips to be shot on a given day from those to be shot the next day. They indicate the end of a production day.

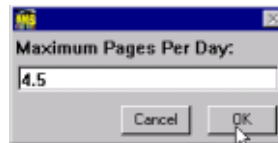
On the Strip Board, Day Breaks display as black strips with the day number, the date and the number of pages to be shot that day displayed on them.

Inserting Day Breaks Automatically

Movie Magic Scheduling can insert Day Breaks for you automatically, basing its decisions on a maximum number of pages per day that you specify.

 *Auto Day breaks override any previously set Day Breaks and moves those Day Breaks to the Boneyard.*


1. From the **Schedule** menu, select **Auto Day Breaks**. A dialog box appears.



2. Enter the desired **number of pages** per day of shooting and click **OK**. Daybreaks are added throughout the Strip Board.

Inserting Day Breaks Manually

You can also set Day Breaks manually. This is useful for fine-tuning. You may not be able to shoot as many pages on one particular day due to any number of circumstances, including a complicated scene. In this case, set a manual Day Break.

 *Movie Magic Scheduling always inserts an item before the element/strip/sheet you have selected.*

1. In the **Strip Board** view, click on the **strip** you want **after** the new Day Break.
2. From the **Schedule** menu, select **Add Day Break**. A Day Break is added directly before the selected strip.
The dates on all other Day Breaks are adjusted accordingly.

Removing Individual Day Breaks

Removing Day Breaks could be necessary if you discover that you can shoot more pages on a particular day than you had originally specified. There are two ways to remove Day Breaks from the schedule. You can delete them, or you can move them to the Boneyard.

If you delete the Day Breaks, the ID numbers for those Day Breaks become free. Those numbers are then used on new strips. If you are using Swap Boards, you should move Day Breaks to the Boneyard so they are available when you swap boards.

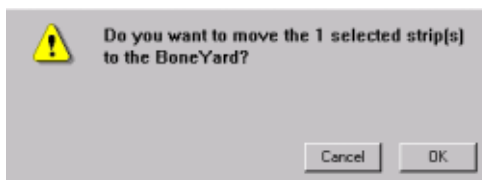
Deleting Daybreaks

1. On the **Strip Board**, select the desired **Daybreak**, or more than one Day Break, if desired.
2. From the **Edit** menu, select **Clear** or **Cut**. The Day Breaks are deleted.

Moving Daybreaks to the Boneyard

See “Using the Boneyard” on page 113 for more information on using the Boneyard effectively.


1. On the **Strip Board**, select the desired **Daybreak**, or more than one Daybreak, if desired.
2. From the **Schedule** menu, select **Move Strips to Boneyard**. A dialog box displays.



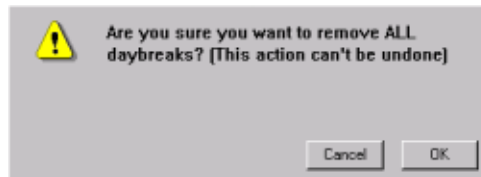
3. If you are sure you want to move the Day Breaks, click **OK**. The dates on all other Day Breaks are adjusted accordingly.

Removing all Day Breaks

You might find that you want to remove all the Day Breaks in the schedule and start over. Removing all your Day Breaks is the equivalent of cutting them and not pasting them back into the schedule. They will be lost forever. This option does **NOT** move them to the Boneyard.

 *Removing all Day Breaks cannot be undone.*

1. From the **Schedule** menu, select **Remove Day Breaks**. A dialog box displays.



2. Press **OK** to remove the Day Breaks.

Moving Daybreaks

Daybreaks can also be moved about the schedule like any other strip. Drag and drop them into the appropriate location. (See “Sorting Strips Manually” on page 95.)

Using Multiple Daybreaks for Long or Complicated Scenes

Occasionally, you will have a long or complex scene that will span more than one day of shooting. Auto Day Breaks does not split up strips, so if 3 pages a day has been specified, and there is a scene that is six pages long, that scene will be scheduled to be shot on one day by Auto Day Breaks.

To schedule the scene to be shot over two or more days, manually add the appropriate number of Day Breaks after the scene, as described in “Inserting Day Breaks Manually” on page 109. Any number of Day Breaks can be entered.

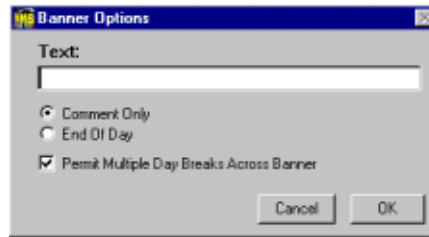
The exception to this is if you have changed the Allow Multiple Day Breaks option in your preferences selection. (See “Allowing Multi-Day Breaks” on page 57.)

BANNERS

Banners are general-purpose strips that you use to indicate a Holiday, Company move, Travel Day, or anything special you want to note on the Strip Board.

Banners can be moved, cut and pasted in the same manner as any other strip on the Strip Board.

- ◆ When you first select **Add Banner** from the **Schedule** menu, the *Banners Options* dialog displays.



Using the Banner Types

There are two types of Banners available. Select them from the options screen by clicking the selection button.

Comment only

A Comment Only banner is just a marker. It is a strip that allows you to insert text in your Strip Board.


You could use a Comment Only banner to mark an important event in your shooting schedule, much as you might use a grease pencil on the Strip Board. For example, you might use a Comment Only banner to enter “Big helicopter stunt” and draw attention to the strip before or after the banner.

End of day

The End of Day banner creates a Day Break as well as allowing you the text field. However, it is included as only a banner. The strip created will not be labeled “Day Break,” and the day number and other pertinent information will not be included.

We recommend that you do not use Banners to delineate your Day Breaks. Use the Day Break function instead. If you need to include additional information about that Day Break, follow it with a Comment Only banner.

Permit Multiple Day Breaks Across Banner

 In order for this option to function, the **Allow Multi Day Breaks** options must be checked in the Preferences window. (See “Allowing Multi-Day Breaks” on page 57.)

At the bottom of the Banner Options window is a checkbox that allows multiple Day Breaks to occur across Banners.

Checked. If you have two Day Breaks together (a scene or scenes being shot over multiple days) and you place a banner between the two Day Breaks, the cast, crew and items scheduled for the first day will still be scheduled for the second day.


Unchecked. If a banner is inserted between two Day Breaks when this option is turned off, the elements scheduled for the first day will **not** be carried over to the second day (or any subsequent Day Breaks).

USING THE BONEYARD

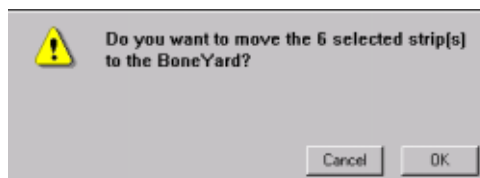
The Boneyard is a holding area for non-scheduled strips. Strips, Day Breaks and Banners can all be moved to the Boneyard. Once a strip has been moved to the Boneyard, it will not appear on any schedule or report.

The Boneyard is a good place to store strips without removing them from the schedule completely. This allows you to retrieve them later if it becomes necessary. You cannot re-arrange strips in the Boneyard; they appear in the order they were moved.

Moving Strips to the Boneyard

1. Select the **strips** you want to move.
2. From the **Schedule** menu, select **Move Strips to Boneyard** or press the Boneyard icon at the bottom of the screen. 

A dialog box displays.



3. Click **OK** to move the strips.

Moving Strips back to the Schedule

As the Boneyard can be used as a general storage spot for unused strips, at some point you may want to return a strip from the Boneyard to the Schedule.

1. From the **Schedule** menu, select **Show Boneyard**.
2. Select the **appropriate strips** by clicking on the them and then select **Cut** from the **Edit** menu.
3. Return to the **Strip Board**, select the **strip** you want to be just after the returned strips.
4. From the **Edit** menu, select **Paste**. The strips are returned to the Schedule, just above the strip you selected.

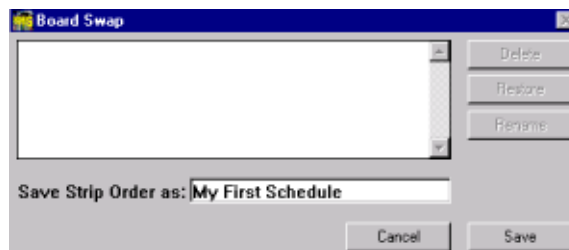
SWAPPING BOARDS

Once you arrive at a version of the Strip Board that is worth keeping, the next step is to save that version.

Movie Magic Scheduling allows you to save multiple versions of your Strip Board, so that you can create different versions of the schedule from the same breakdown information and then compare and contrast the different Strip Board orders. These multiple versions of the Strip Board are called Board Swaps.


Creating a Board Swap

1. From the **Schedule** menu, select **Board Swap**, or click the **Board Swap icon**. The **Board Swap** window will open.



2. In the **Save Strip Order as:** field enter the name you want to use for the board and click **Save**. Your Strip Board order is saved.

Restoring Board Swaps

 If you have not saved the current **swap** when you restore another, you will lose all changes, even if you have saved your schedule from the File menu.

At some point, you will want to view one of your saved boards.

1. Open the **Board Swap** window.
2. Click on the **Board Swap** you saved previously and then click **Restore**.

After you have closed your schedule, the next time you open it, the strip order will be dictated by the last board swap you had open.

Renaming Board Swaps


You can rename a board swap if necessary. This is done from the board swap window.

1. From the **Schedule** menu, select **Board Swap**.
2. Click on the **name** of the Board Swap you want to rename. That board swap is highlighted.
3. Enter the **new name** in the **Save Board Swap as:** field and then click **Rename**. The window closes. The Board Swap has been renamed.

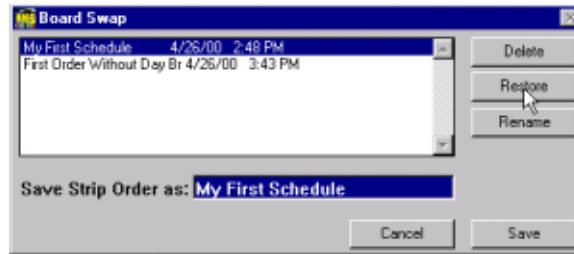
Deleting Board Swaps

You can delete board swaps when they become obsolete. This may happen because strips have been deleted rather than moved to the Boneyard, or simply because the strips have been altered so many times that the Swap is unusable.

Deleting a board swap is permanent. Once you click Delete, the swap you have selected is deleted permanently. You can, however, close Movie Magic Scheduling without saving your schedule. When you reopen it, all of your changes since the last save will be deleted, and your deleted board swaps restored.

 *Deleting a Board Swap is permanent if you save your schedule.*

1. From the **Schedule** menu, select **Board Swap**. The *Board Swap* window displays.



2. Select the **name** of the swap you want to delete.
3. Click **Delete**. There will be no confirmation. The swap will be removed.

Using Board Swaps

Saving multiple board swaps allows you a great measure of flexibility. Using them, you can save multiple schedules in the same file. If actors or crew are only tentatively available you can, while finalizing your schedule, save different versions of it for each possibility.

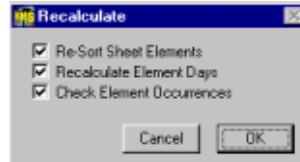
Every strip in the schedule has an unique number. These numbers can be reused (if the original strip is deleted) or rearranged (if you renumber the strips). If you move a strip to the Boneyard that ID number remains the same and your board swaps which use that strip will have no problem. Movie Magic Scheduling will simply look for the strips it needs when opening your swap, and put them in the correct locations.

However, if you cut or delete an item, element, strip, breakdown sheet, Day Break, etc. from the schedule rather than moving it to the Boneyard, or if you renumber the strips, the internal strip numbers can be reused by other parts of the schedule. Be aware that when you open a previously saved board swap in this case, new Day Breaks or breakdown sheets may have replaced old ones. If this is the case, you may find yourself looking at a schedule that makes absolutely no sense.

RECALCULATING THE SCHEDULE

The Recalculate screen is used to force Movie Magic to recalculate three different items.

1. From the **Schedule** menu, select **Recalculate....** A dialog box displays.



2. Select the appropriate **check boxes**.

Re-Sort Sheet Elements

Checking this box puts the elements on every breakdown sheet into proper order. Elements can get out of order if the automatic sorting has been turned off in the Design Categories window.

Recalculate Element Days

Checking this box will update the number of days every element is needed on the current schedule. Movie Magic Scheduling recalculates this every so often, but sometimes you may need to force a recalculation.

Check Element Occurrences


Checking this box will recalculate the number of breakdown sheets on which each element appears.

3. Click **OK** to recalculate the schedule.

Chapter 5 Designing Custom Output

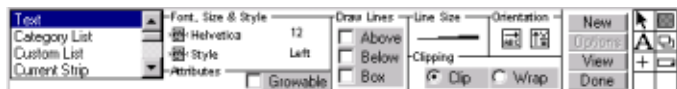
Movie Magic Scheduling allows you to create custom versions of any report it can create. It also allows you to create your own reports. This can seem tricky at first, but as you get familiar with the tools provided, it is a very powerful aspect of Movie Magic Scheduling.

DESIGN PALETTE

 *All of the functions of the design palette can be performed by selecting the menu item of the same name under the Field menu heading.*

The Design Palette is the tool used to create, position and style fields on reports, strips and categories. The palette remains the same regardless of which format is being designed.

When opening either the Design Reports, Design Strips or the design option from the Design Categories screen, the design palette will display at the top of the screen above the form on the PC, or at the bottom of the screen, below the form, on the Macintosh.



The Buttons

The text buttons on the right of the design palette perform the following functions:

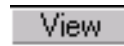
New – creates a new field.



Options – calls up the selected field’s options, if applicable. This can also be achieved by double-clicking a created field.



View – shows a sample of the report page being designed, or in the design strips mode, switches to the Strip Board. This button does nothing in the Design Categories mode.



Done – exits the design mode.



The Tool Palette

The right side of the Design Palette contains six tools (seven in Design Categories). Clicking on a tool icon selects that tool.

	Selection Tool - Clicking on an item in the report design will select it for moving, sizing or deleting.
	Text Tool - Use this to add text labels to your design.
	Line Tool - Click and drag this tool to draw lines.
	Rectangular Graphic Tool - Click and drag to draw a rectangle.
	Field Ordering Tool - Using this tool will allow you to move an item behind another item, or bring it to the front.
	Field Creation tool - Creates a field the size of the box you create when you click and drag this tool.
	Checkbox (Only available from Category Design) - Displays dialog box to choose type of checkbox desired and then adds the checkbox.

Font, Size & Style


Each field can have a unique font, font size and style attributes. When a field is selected or created, this part of the palette can be used to set these attributes.



Clicking on the menu icons will bring up standard font and style drop-down menus. Select the fonts and styles from these menus.

- ◆ Changes can be seen from the View window. From the **Reports, Strips, or Categories** menu, select **View this Layout**. The report layout will display in its final form, and you can see the font changes you have made.

Defining Fields

 *You must draw the field using the Draw Field tool before you can define it.*

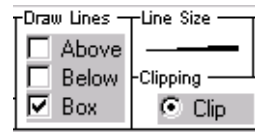
The scrollable list on the far left of the screen defines the type of fields you create. When a new field is created, it is assumed to be a text field unless otherwise specified.



Draw Lines/Line Size

This option controls whether to draw lines above a field, below a field, or in a box around a field. The line thickness option sets the line thickness to one of three sizes.

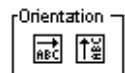
1. Click on the **desired field** to select it.
2. Click in the appropriate **check box**.
3. **Choose** from the line size option: click on the appropriate line thickness to select it.



Field Orientation

Many fields can be created either horizontally or vertically. Vertical fields are most useful when designing vertical strips.

1. Select the **field**.
2. Select either the **horizontal** or **vertical** icon. The selected icon will be highlighted in blue, and the text of the field will shift to display in the appropriate direction.



Clipping and Wrapping

Text

When a field is created, the default “Clipping” is always selected. This means that the field drawn will not automatically resize and any text that does not fit in the field will be “clipped” off.



Setting this option to wrapping allows the field to resize and the text to wrap so you can see all the text. Sometimes clipping is more desirable, especially if you have many fields in a report placed closely together.

Pictures


Pictures behave differently than text. When a picture is clipped, the entire picture will be resized to fit in the field, regardless of its size.

When wrapping is selected, the picture will be at full size but will be cropped if it does not fit within the given field. To display the picture at its full size in its entirety, select Wrap and growable (see “Growable” below).

Growable

This field is available only from the Design Reports window. This option lets fields expand vertically to accommodate all the information from a category or custom list. For example if a field is created for Cast Members that is one line tall,



 A growing field will push any field below it further down the page. If it runs out of page, the displaced field will not be displayed.

the field will grow when necessary to show all of the information.





USING FIELDS

To design a report, strip layout or category, you create fields on the design area then size, position and style them. All of the information that was put into the breakdown can be extracted and displayed on reports and strips in the form of fields.

Placing a field of type “Today’s Date” on a report will result in that field being filled with the current date when the report or strip is printed or viewed. Other fields, such as “Set” will extract specific information from the breakdown during printing or viewing.

Creating a New Field

There are several different ways to create a new report field.

- Click **New field** button. The new field displays in the upper left of the report window. 
- From the **Field** menu, select **Create New Field** from the menu or type **Ctrl-N (⌘-N)**. The new field displays in the upper left of the report window.
- Select an existing **field** and then from the Edit menu select **Duplicate Field** (or type **Ctrl-2 (⌘-2)**).
- Select the **field creation tool** on the tool palette. Click in the **design area** and **drag** until the new field is the desired size. 

Defining the Field

When you have created a field, unless you want it to remain a text field, you will need to change the definition.

1. Click on the **field** to select it and then click on the **appropriate option** from the list that displays. (See Appendix B “Category Fields” on page 169 for a description of the fields available.)

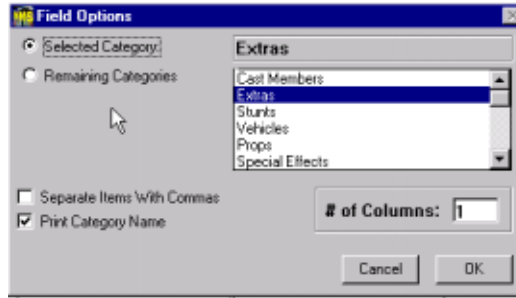


Changing Field Options

- ♦ Some fields have alternate options available. To access these options, **double-click** the field after it is drawn and

the field type defined. Or, select the field and click Options on the Design palette.



For example, a field of the Category type automatically brings up the Cast Category. To list a different category in that field, double-click the field, and choose the appropriate category from the list provided.



From this screen you can also define the number of columns presented in the field, remove the category name from the field on the final form, and choose to separate elements with commas instead of with a carriage return. Simply select the appropriate buttons and checkboxes.

Resizing Fields

Fields can be resized after they are drawn.

1. Select the **Selection Tool** from the **Tools Palette**. 
2. Click in the **field**, and then click on the **grey square** in lower right corner, hold down the mouse button and **drag** the window to the size you want. 

Moving Fields

You can move fields around on your design page.

1. Select the **Selection Tool** from the **Tools Palette**. 

2. Click on the **field** and **drag** it to the desired area.



Ordering the Fields

Order of fields can mean two things.

- ◆ First, newer fields will be drawn in front of older fields. You can change the back-to-front ordering of fields. This will affect how they display and print. The one in front will cover the one in back.
 - From the **Field** menu, select **Order** and then choose either **Bring to Front** (CTRL-[{⌘-}]) or **Send to Back** (CTRL-[{⌘-}]).
- ◆ Second, the order in which you place fields on the screen is particularly important when **designing categories**. When you press **tab** in an *Info window*, the order in which you will move through text fields is controlled by the order in which you placed the fields on the report.

Entering Text in a Text Field

Text placed in a text field is unchanging. If you have a report that spans multiple pages, such as a shoot schedule, text placed in a text field will appear on each page.

- ◆ Double-click on the **text field** and **type** your text. **Click** outside the area of the field when you have completed typing.
- ◆ Text will be **printed/viewed** in a completed report as entered.
- ◆ You may also use Interpreted text in a text field. (See “Interpreted text in a text field” on page 126.)


Using Interpreted Text

Any Report field created in a report layout uses a form of interpreted text. The term simply means that when the report is printed/viewed, text is replaced with information from the named field. Usually, the named field is a category from the

Breakdown sheets, or information that is updated regularly, such as the current day or date.

Interpreted text in a text field

You can also use multiple pieces of interpreted text within one report field. Interpreted text affords you the freedom to create fields that intermix normal text with text from a report field -- without the extraneous space that would appear if you created it as different fields.

 *Because the space between the fields of interpreted text is variable, interpreted text is preferred when you want different fields to consecutively follow each other. Use standard report fields if you want to create a column that lines up.*

Interpreted Text can be one of the most useful items in creating your custom reports.

- ◆ Enter the **name(s)** of a **Report Field(s)** in curly braces (one set of braces per name), as follows:

{Int/Ext} {Set} - {Day/Nite}

When the report is printed, the field names enclosed by the braces are interpreted and substituted with text from the named field, as follows:

Ext. South Pacific (1832) -- Day

Int. Dilapidated Shack -- Day

Ext. Jungle -- Morning

Interpreted text in headers and footers

Another use for interpreted text is in headers and footers, where it is easier to type a single line containing several fields than to line up several separate fields.

- ◆ Create a **text field** that spans the header/footer. Enter the information as described above.

DESIGNING CUSTOM REPORTS

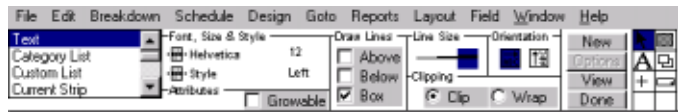
Reports are the principal means for viewing and printing scheduling/breakdown information, including breakdown sheets, shooting schedules, cast lists, etc. Movie Magic provides several standard report formats which can be found under the Print/View window. It is possible to create custom reports, including any of the information that has been entered into the breakdown or schedule.

Opening the Design Reports Window

All design work on reports is done from the Design reports window.

- ◆ From the **Design** menu, select **Reports**.
- ◆ or type **Ctrl-R (⌘-R)**.

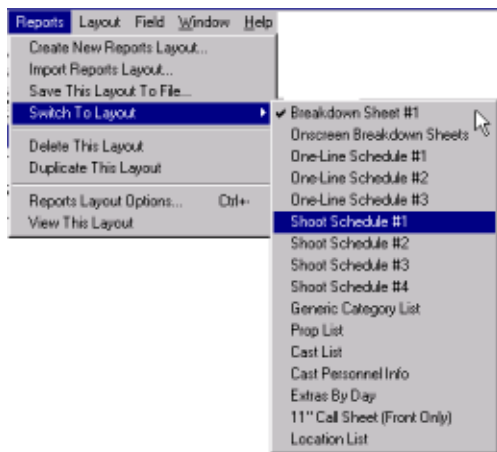
The Design Reports window displays with the report layout for breakdown sheets already open. Notice that several extra menu headings appear.



Changing the Report Layout

You may choose to work from one of the existing report layouts.

- ◆ From the **Reports** menu, choose **Switch to Layout** and then the **desired report layout**.

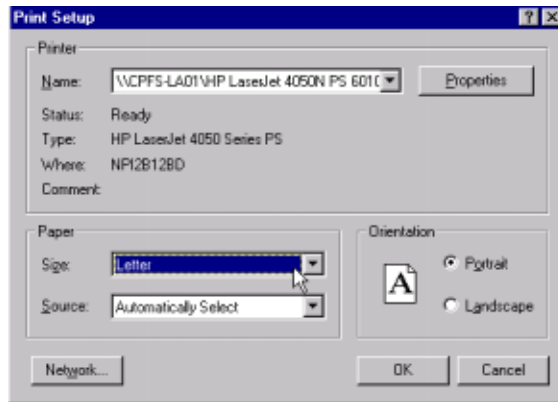


Creating a New Layout

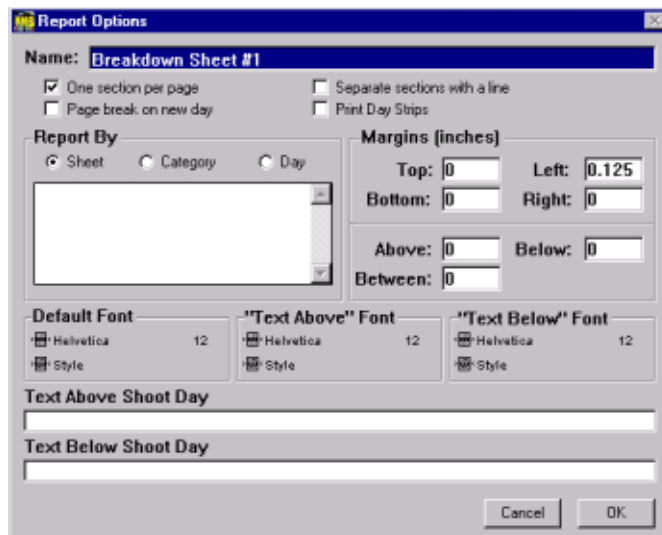
You can also create a new layout from scratch.

1. Before you do anything, decide what size paper you will be using for your layout. You will not be able to change the paper size once you have begun creating your form.

From the **File** menu, choose **Print Setup**. The *Print Setup* window displays. In the **Paper** area, choose the **size** paper you want to use for your form.



2. From the **Report** menu, select **Create New Reports Layout**. The *Report Options* Window displays.



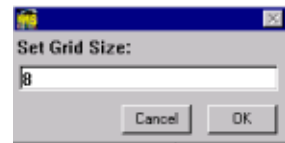
3. Complete the necessary information and press **OK**. The new layout will be displayed. For more information on this process, see “Choosing Report Options” on page 132.

Aligning Fields on the Report

Set Grid Size

You can line all of the edges of a field up with a pre-set grid in the layout window.

1. From the **Layout menu**, select **Set Grid Size**. The *Set Grid Size* dialog displays.
2. The default size of the grid aligns every 8 pixels. Replace this number with the number of pixels you want.
3. Click **OK**.



Align fields to grid

When you have the grid set where you want it to be, you can now align fields to it as you draw them.

- ◆ From the **Layout menu**, select **Align to Grid**. Now when you draw a new field, or drag a field, the sides of the field will be aligned to the grid you have set.

Designing New Fields on the Report

- ◆ Design new fields on your custom report by using the **design palette**. See “Design Palette” on page 119.

Using the Header and Footer Lines

When you first create a new layout, the screen will be blank, with the exception of two lines. These lines mark the header and the footer. The body of your report should be placed between these lines.

You can move the header and footer lines up and down on the page.

1. Move the **pointer** over one of the lines (the pointer will be in the shape of a hand).

2. Click and hold down the **mouse button** on the line you want to move. The hand will change to grasp the line.
3. **Drag the line** to the location on the page where you want the header or footer to begin.

Suggestions for Designing Breakdown Pages

There are several special options that must be set to successfully design and print breakdown sheets. These options can be found in the Report Options dialog in the Design Reports menu. If you are designing your own breakdown sheets, please take note of the following:

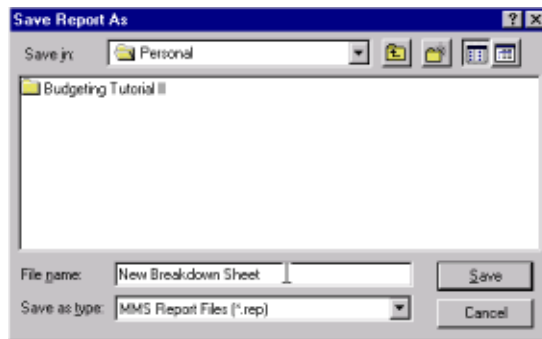
- *One Section Per Page* must be selected for “B-pages” to be printed. B-Pages of breakdown sheets are printed when any element cannot fit into its category field.
- In order to see the B-page number, you must have a *Sheet Number* field on the breakdown page report. You cannot use the interpreted text {Sheet Number} in a text field or the B-Page number will not appear.
- Do not put the top portion of the breakdown above the header line (sheet number, set, location, synopsis, etc.). You won’t see anything in these fields when you print your Breakdown sheets. Generally, a breakdown sheet won’t have a header or footer -- the entire page will be in the body section of the report.
- Make sure you include one Custom field with the All Remaining Elements option selected. By including this miscellaneous category you guarantee that any elements that don’t belong under any other category box will be printed. We recommend that you make this box a large one.
- Do not use growable fields on a breakdown sheet. The design of breakdown sheets is generally to allow fixed fields that, when filled, will generate a “B-page” automatically so that no information is lost.

Exporting a Report Layout

As you change and alter reports, these changes are automatically saved when you save your schedule. These reports will always be accessible from that schedule.

Additionally, any report that you create or modify can be saved as an external file for future use with other schedules.

1. From the **Reports** menu, select **Save This Layout to File**. The *Save Report As* dialog displays.

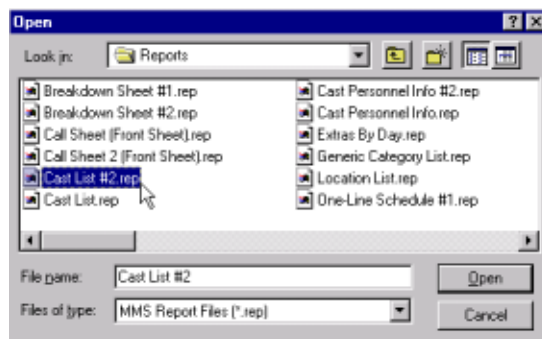


2. **Name** and **save** the file.

Importing a Report Layout

Layouts that were created and saved in other schedules can be imported and loaded into your current schedule.

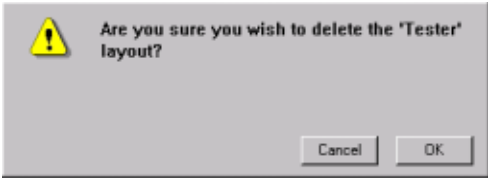
- ◆ From the **Reports** menu, select **Import Layout**. The *Open* dialog displays.



- ◆ Choose the **report layout** you want to use and click **Open**.

Deleting a Report Layout

You may decide you want to delete a report from this schedule.

1. From the **Reports** menu, select **Switch to Layout**, and then select **the report** you want to delete. The report layout displays.
2. From the **Reports** menu, select **Delete this Layout**. A dialog box displays.
 
3. Click **OK**. The report layout is deleted from this schedule. It is not deleted from the disk if you have saved it, and you can import it into this schedule again if you find you need it. (See “Importing a Report Layout” on page 131.)

Duplicating a Report Layout

You can also duplicate a Report layout and change the duplicate. This will keep the original without changes.

1. From the **Reports** menu, select **Switch to Layout**, and then select **the report** you want to duplicate. The report layout displays.
2. From the **Reports** menu, select **Duplicate this Layout**. A copy of the layout displays, named **Copy of...layout name**.
3. **Rename** the Report. Open the **Report Options** screen (see “Choosing Report Options” on page 132) and **change** the name in the name field.

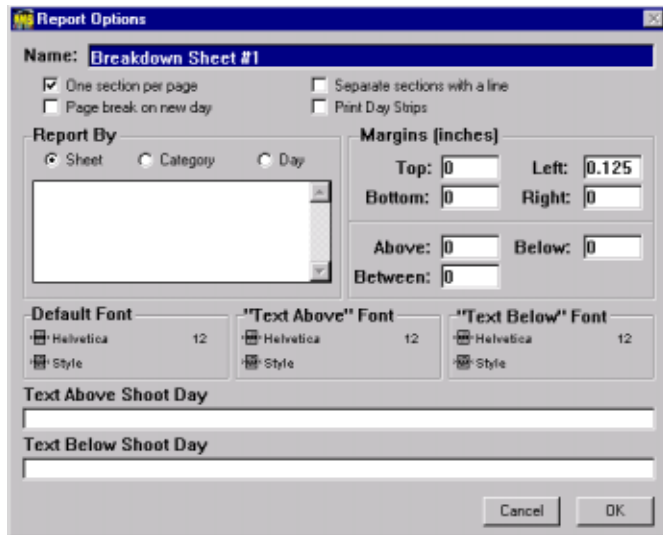


Choosing Report Options

The Report Options screen sets layout options for new layouts or alters the layout of existing reports. The Reports Option window opens automatically when you create a new Report

Layout. You can also access it whenever you are in the Design mode.

- ◆ From the **Strips** menu, select **Report Layout Options**. The Report Options screen displays.



Name

This field displays the name of this particular report layout. You can use it to name a new report, or to rename an existing report. This is particularly useful when duplicating a report to utilize the basic layout. When creating a new report layout, type in the name for the new layout in this field.

When you exit the options screen the name supplied here will be displayed on the *Switch to Layout* menu of this schedule. In order to have it available to other schedules you need to export it to a file where you can import it later. (See “Exporting a Report Layout” on page 131.)

Report by:

This option controls the type of report that will be made. There are three different report types.

Sheet. This is the most common type of report. Sheet type reports are based on the breakdown sheets and page through the schedule on a sheet-by-sheet basis. Breakdown sheets, one-liners, and shooting schedules are some examples of reports of this type.

Category. Category reports use lists of elements from a specified category as the basis for the report. When this option is selected, a specific category must also be selected from the list that appears below in the window. Cast lists, prop lists and set lists are examples of this type of report.

Day. Day-based reports merge the information from all the breakdown sheets/strips for each scheduled day for each section of the report. Extras-by-days and call sheets are examples of this type of report.

One section per page

When you select this option, Movie Magic Scheduling places only one report section on a printed page, with a header on top and a footer on bottom. The net result is that each page will contain information from only one sheet/strip.

This is extremely important for breakdown page reports.

Page break on new day

This option ensures that each new day will start at the top of a new sheet. This is useful for Day-based reports such as call sheets.

Separate sections with a line

This option prints a line between production days and banners in the report. This option is useful for printing one-liners, shooting schedules and element lists.

Print day strips

This option includes day strip information on the report. The day strip can be printed using interpreted text typed in the Text Above Shoot Day field or in the Text Below Shoot Day field. (See below.)

Margins

These options set the amount of space to push the report in from the top, left and bottom. For most reports the right margin is ignored.

Above, Below, and Between refers to the space after the “Text Above Day”, the space before “Text Below Day” and the space between the bottom of the “Text Below Shoot Day” and the top of the “Text Above Shoot Day”.

Default font

This option sets the default font, font size, and style for the fields on the report when they are first created.

Text above font

This option sets the font, font size, and style of the text in the Text Above Shoot Day field.

Text below font

This option sets the font, font size, and style of the text in the Text Below Shoot Day field.

Text above shoot day

This option places text that will be printed above the start of a new day. Typically, this field will contain interpreted text.

For example,

***** Start of day {shoot day} *****

would be a typical entry.

Text below shoot day

This option places text that will be printed after the end of a day. Typically, this field will contain interpreted text.

For example,

***** End of Day {shoot day}–Total Pages: {page count} *****

would be a typical entry.

DESIGNING CUSTOM STRIPS

Strips displayed on the Strip Board contain critical information from the breakdown.

Strip Boards are displayed either in a vertical or horizontal format. Movie Magic Scheduling contains several pre-defined formats for the Strip Board in both horizontal and vertical layouts. However, you may find that you need a strip that is more specific to your project.

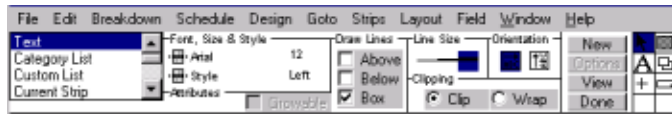
The Design Strip window provides the ability to design custom strips, including any of the information that has been entered into the breakdown or schedule.

Opening the Design Strips Window

All Strip Design work is done from the Design Strips window.

- ◆ From the **Design** menu, select **Strips**.
- ◆ or type **Ctrl-M (Command-M)**.

The Design Strips window displays. Notice that several extra menu headings appear.




Changing the Strip Layout

The strip layout for the Thin Horizontal Strip view displays by default. You may choose to work from one of the other existing strip layouts.

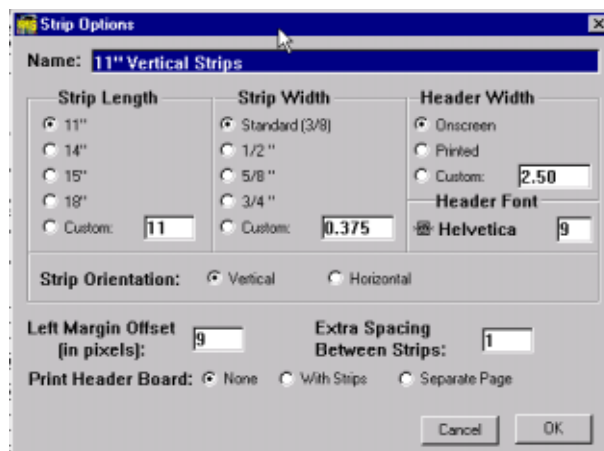
- ◆ From the **Strips Menu**, select **Switch to Layout** and then choose the **desired strip layout**.

Creating a New Strip Layout

You can also create a new strip layout from scratch.

 You can access the Strip Options window at any point by selecting **Strip Layout Options** from the Strip menu.

1. From the **Strips** menu, **Create New Strips Layout**. The *Strip Options Window* displays.



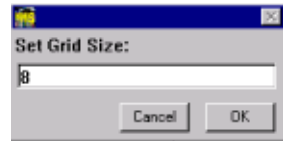
2. Complete the necessary information and press **OK**. The new layout display. For more information on this process, see “Choosing Strip Options” on page 139.

Aligning Fields on the Report

Set Grid Size

You can line all of the edges of a field up with a pre-set grid in the layout window.

1. From the **Layout menu**, select **Set Grid Size**. The *Set Grid Size* dialog displays.
2. The default size of the grid aligns every 8 pixels. Replace this number with the number of pixels you want.
3. Click **OK**.



Align fields to grid

When you have the grid set where you want it to be, you can now align fields to it as you draw them.

- ◆ From the **Layout menu**, select **Align to Grid**. Now when you draw a new field, or drag a field, the sides of the field will be aligned to the grid you have set.

Designing New Fields on the Strip

- ◆ Design new fields on your custom strip by using the design palette. For more information on the using the design palette, see “Design Palette” on page 119.

Vertical Strips layouts include a header board which can be customized in the same way as the strips.

Exporting a Strip Layout

As you change and alter strips, these changes are automatically saved when you save your schedule. These strip layouts are associated with the schedule in which they were created or altered and will always be accessible from that schedule.

Additionally, any strip layout that you create or modify can be saved as an external file for future use with other schedules.

1. From the **Strip** menu, select **Save This Layout to File**. The **Save as** dialog displays.

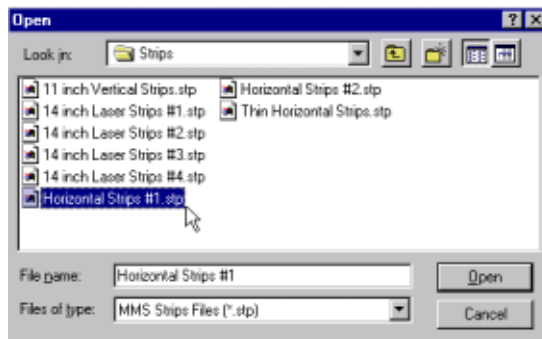


2. **Name** the file and click **Save**.

Importing a Strip Layout

Layouts that were created and exported from other schedules can be imported and loaded into your current schedule.

- ◆ From the **Strips** menu, select **Import Strips Layout**. The Open dialog displays.



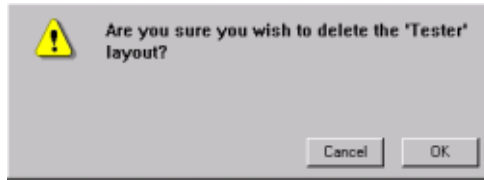
- ◆ Choose the **Strip layout** you want to use and click **Open**.

Deleting a Strip Layout

You can also delete a strip layout if you discover you do not want it in this schedule.

1. From the **Strips** Menu, select **Switch to Layout**, and then select the report you want to delete. The *Strip layout* displays.

- From the **Strips** menu, select **Delete this Layout**. A dialog box displays.



- Click **OK**. The strip layout is deleted from this schedule. It is not deleted from the disk if you have saved it, and you can import it into this schedule again if you find you need it. (See “Importing a Strip Layout” on page 138.)

Duplicating a Strip Layout

You can also duplicate a Strip layout and change the duplicate. This will keep the original unchanged.

- From the **Strips** menu, select **Switch to Layout**, and then select the **strip layout** you want to duplicate. The strip layout displays.
- From the **Strips** menu, select **Duplicate this Layout**. A copy of the layout displays, named **Copy of...layout name**.
- Rename** the Strip layout. Open the **Strip Options** screen (see “Choosing Strip Options” on page 139) and change the **name** in the name field.

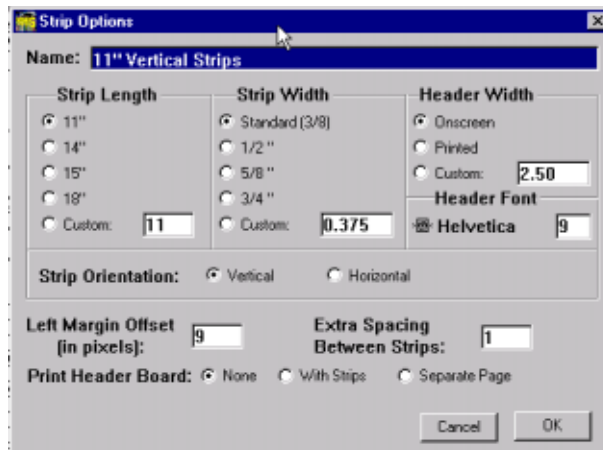


Choosing Strip Options

The Strip Options screen allows you to set layout options for new strip layouts or alter the layout of existing layouts. The Strip Option window opens automatically when you select Create New Strips Layout from the Strips menu.


In addition, you can open the Strip Options window manually.

- ◆ From the **Strips** menu, select **Strip Options**.



From the Strip Options, there are several functions you can set.

Strip length

 *Remember when setting custom lengths and widths that our Striperf paper is available in 11" and 14" lengths, and in 3/8" widths only.*

This option sets the length of the strip in inches.

- ◆ Enter the **length of the strip in inches** and then select the **Custom** selection button.

Strip width

This option sets the width of each strip.

- ◆ Enter the **width in inches** and select the **Custom** selection button.


Header width

This option sets the width of the header board.

- For **viewing** strips on screen, select the **Onscreen** button. This is a narrow header board and allows more room for viewing the strips on a monitor.
- For **printing** strips, select the **Printed** button. This width matches the width of our plastic header board.

Header font

This option sets the font and font size for the header board.

1. Click on the **menu icon**  to display a menu of possible fonts. Select the font you want to use by clicking on it.

2. Enter the **point size** of the font to change the **font size**. Or, click on the **menu icon** again and **choose** the font size from the list.

Strip orientation

This option sets whether the strip layout will be vertical or horizontal.

Format name

This field displays the name of this particular strip layout.

- ◆ When creating a new strip layout, **type** in the **name** for the new layout in this field.



When you exit the *Options screen* the name supplied here will be displayed under **Strips, Switch to Layout**.

Left margin offset


This option is a number entered in pixels to offset the left margin when lining up strips on the Striperf paper for printing. The number you enter here will depend upon the printer you are using. Some experimentation will probably be necessary to find a number that gives the correct result. This option can be overridden on the Print/View screen when you go to print your report. (See “Printing on the Striperf Paper” on page 161.)

Extra spacing between strips

This is the number of pixels of blank space that are placed between each printed strip. This is a useful tool for lining up the printed strips on the Striperf paper. Again, some experimentation will probably be necessary. This option can be overridden on the Print/View screen when you go to print your report. (See “Printing on the Striperf Paper” on page 161.)

Print header board

This option controls whether or not to print a header board when the strips are printed.

 There is also a header board check box in the **Print/View** window in the **Include** area. This check box will override the *Strip* options selected here.

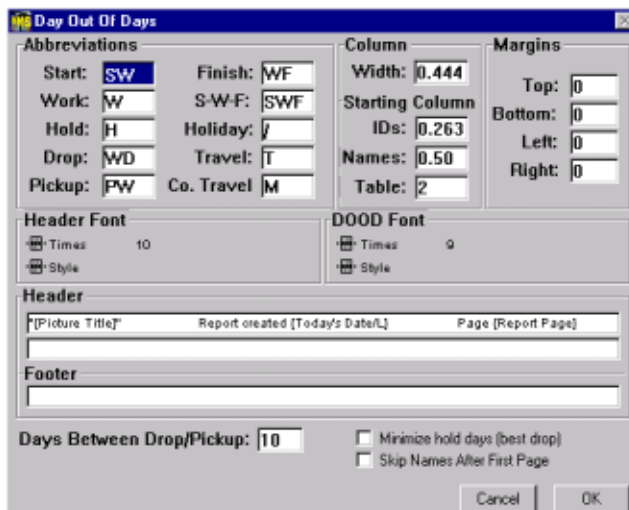
1. Select one of the options by clicking the selection button for that option.
 - Select **None** to prevent the header board from printing.
 - Select **With Strips** to print the header board with the strips.
 - Select **Separate Page** to print the header board on a separate page by itself.
2. When the options have been set, press **OK** at the bottom of the screen. The changes will be displayed on your strip layout.

MODIFYING THE DAY OUT OF DAYS

The Day out of Days (also known as DOOD) is a specialized report used to show what days any particular element is “working”. Traditionally, this report is used only for cast members, however, Movie Magic Scheduling can create a DOOD for any category.

Some parameters can be modified by the user on the Movie Magic DOOD including abbreviations, column spacing, fonts and styles, headers and footers.

From the **Design** menu, select **Day Out of Days** from the menu. The *Day Out of Days* window will open.



Abbreviations

You can change any of the abbreviations by typing in the new abbreviation in the appropriate field. Abbreviations are limited to three characters; however, only one character will print on the Day out of Days. The default abbreviations are listed below.

S	Start
F	Finish
W	Work
H	Hold
/	Holiday
D	Drop
T	Travel
P	Pickup
M	Company Travel

If you have schedules created in Movie Magic prior to release 3.1, your pre-existing abbreviations will appear unchanged on the Day Out of Days Design screen; however when DOOD reports are generated in Movie Magic Scheduling, only one letter abbreviation will appear on the reports.

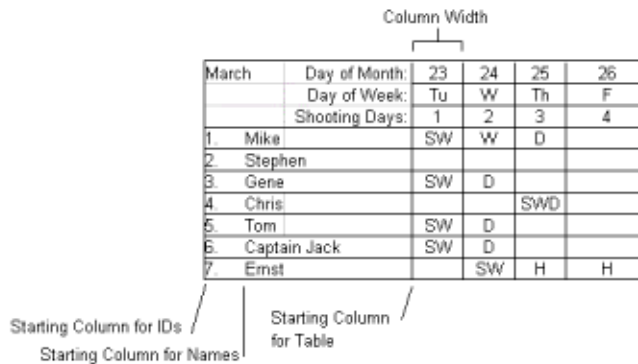
Likewise, should you choose to enter two or three-letter abbreviations on the DOOD Design screen, only one character will be recognized by Movie Magic. The following table shows the old default abbreviations and which characters will be recognized by Movie Magic when multiple character abbreviations are entered.

Day Type	Old Abbrev.	Current Character	Movie Magic Uses:
Start	SW	S	First character
Finish	WF	F	Second character
Drop	WD	D	Second character

Pickup	PW	P	First character
Work	W	W	First character
Hold	H	H	First character
Start Work Finish	SWF	None	No longer supported in Movie Magic Scheduling
Holiday	/	/	First character
Company Travel	R	M	First character
Travel	T	T	First character

Columns and Margins


- The column settings control the positioning and widths of the various DOOD information. See the image below to understand which controls affect which section of the DOOD report. All values should be entered in inches.



- The margins (measured in inches) control where the DOOD information is printed on the paper. To view the DOOD report before printing, select the day-out-of-days report from the Print/View window.

Header and DOOD Fonts

You can change the fonts or styles for the header or the main body of the report.

- ◆ Click on the **menu icon**  by the appropriate font or style option and select from the menu that appears.

The DOOD Font controls the font on the main body of the sheet as well as the footer.

Header and Footer

Enter information into these fields to be displayed in the header and footer of the DOOD report. The header and footer support interpreted text fields (See “Using Interpreted Text” on page 125). Some examples that can be used, are:

- {Picture Title}
- {Today’s Date/L}
- {Report Page}

Days Between Drop/Pickup:

Specify the number of days the DOOD allows between drop and pickup. The default is 10, which is the current minimum number set by the Screen Actors Guild. For a description of how drop and pickup work, consult the *Screen Actors Guild Codified Agreement* (and website).

Minimize Hold Days (Best Drop)

If this option is selected, Movie Magic will automatically calculate the best period to drop each individual actor according to SAG rules. This means that the longest period of inactivity (beyond 10 days) will be chosen and hold days will be at the legal minimum.

This option overrides any individual drop day periods that you have entered in the The *Element Info* window. If a particular cast member or other element is drop or hold exempt, meaning they do not conform to SAG rules, the Best Drop feature will not apply to them.

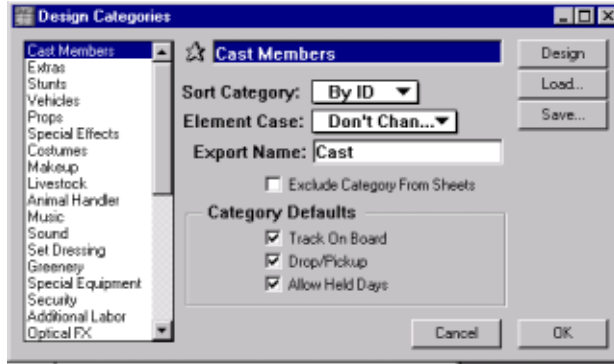
Skip Names After First Page

When this option is selected the element names are displayed only on the first sheet of the DOOD and will not appear on subsequent pages.

DESIGNING CATEGORIES

You can modify any of the existing categories in Movie Magic or create new categories for your schedule.

- ◆ From the **Design** menu, select **Categories** from the menu. The *Design Category* window displays.



Changing a Category's Name

You can change the name of an existing category. Elements included under the category will now be listed under the new name.

1. Click on the **desired category** from the list on the left side of the screen.
2. The name of the category is highlighted in the text field. Type the **new name**. Click **OK**.



Changing the Order of Categories

1. In the list of categories to the left, click on the **category** you want to move and **drag-and-drop** to the position you want them.
2. When the list is in the correct order, click **OK** when you are ready to exit the window.

Removing Categories from the Breakdown

If a category is empty, you can hide it on the Breakdown sheets. This only works with an empty category. If the category you choose has even one element in it, it will not be hidden.

1. Click on the **name of the category** in the list to the left of the screen.
2. Check the box **Exclude Category from Sheets**. This will mark the selected category for exclusion.



3. When you have marked all the categories you want to exclude, click **OK** when you are ready to exit the window.

Adding Categories to the Breakdown

When you have excluded a category, you may find that you want to include it on the breakdown sheets after all. You can reverse the process of excluding it so that it displays on the breakdown sheet.

1. Select the **excluded category**.
2. Deselect the checkbox **Exclude Category from Sheets**.

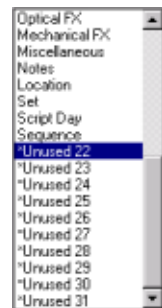


3. When you have deselected all the categories you want to include, click **OK** when you are ready to exit the window.

Creating Categories

Creating a new category is performed in the same way as renaming a category.

1. In the list of categories, scroll down the list and select one of the **Unused** category headings.
2. Type the **name** for the **new category** in the field at the top of the screen.
3. **Deselect** the **check box** in the **Exclude Category from Sheets** field.



4. When you are ready to leave the window, click **OK**. The new category will appear on the breakdown sheets.

Changing How Elements are Sorted Within Categories

The default for ordering elements is **By ID**.

- Select **By ID** in the **Sort Category** field to list the elements by ID number. If there are no ID numbers assigned, the elements will be listed alphabetically.
- Select **By Name** in the **Sort Category** field to list the elements alphabetically by name, whether ID numbers have been assigned or not.
- Select **Unsorted** in the **Sort Category** field to leave the elements in the order in which they were entered.

Changing the Default Casing for Elements

By default, elements are left exactly as they were typed into Movie Magic Scheduling. You can change this and allow the application to automatically adjust the element names to display in a particular way.

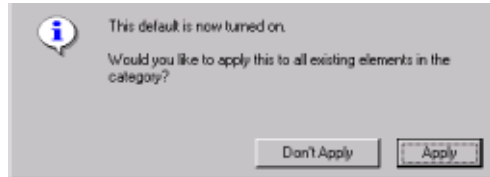
- Select **Capitalize Words** to capitalize the first letter of every word.
- Select **ALL CAPS** to capitalize all letters.
- Select **Don't Change** to leave words as they are entered.

Setting the Default Check Boxes

There are three default check boxes located near the bottom of the window. These are described below.

- **Track on Board:** When this option is selected, the designated category will be tracked on the strip board. Normally only the Cast Members are tracked on the production board, but any category can be selected. However, in order for the category information to be visible on the strip board, you must first design an area on the strip board where this category can be displayed. For more information on designing strips, “Designing Custom Strips” on page 135.

- **Drop/Pickup:** When this option is selected it allows the drop/pickup rule on the day-out-of-day schedule.
 - **Allow Held Days:** When this option is selected it allows held days on the day-out-of-days for the designated category.
1. To activate these options with any category, simply **select the category** from the list on the left and **select the check boxes**. A dialog displays.



2. Select **Apply** to complete the change.

Designing or Customizing Element Info Windows

General Customization

You can design and customize the Element Info Window for any category.

1. Click on the **name of the category** from the list on the left and then click **Design**. The *design display* for that category's Element Info Window opens.




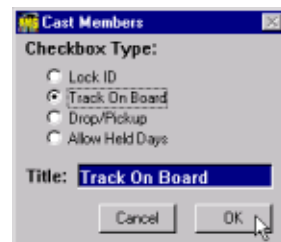
2. You can select and delete fields from the Element Info Window and add new fields as needed, in the same manner as you would design a new Report layout (see “Designing Custom Reports” on page 126). For information on adding checkboxes, see below.
3. When you have made your changes, **close** the design Element Info Window by clicking the **Close button (X)** at the upper right.

- When you have finished making changes to the various categories, click **OK**. The changes you have made will be reflected in the *Breakdown Sheets* and *Element Information* windows.

Adding Checkboxes

You can also add a **checkbox** to the *Element Information* window for a specific category. This icon is not available on the standard Design palette.

- Click the **Checkbox** icon  .
- On the **category layout**, click where you want your checkbox. When you release the mouse button, a dialog displays.
- Choose the **type of checkbox** you want to add, and change the title if necessary.

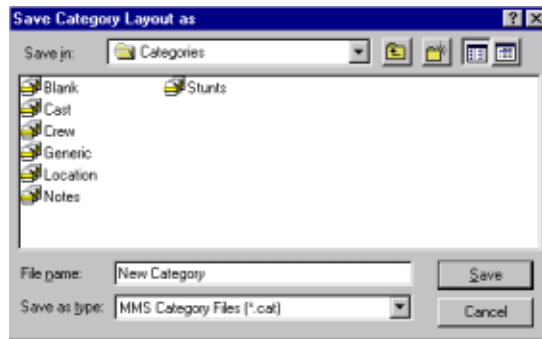


- Click **OK**. The checkbox is added to your layout, with its title displaying to the right of the box. You can now drag this field around the layout and drop it wherever you want it.

Saving Categories

Once you have changed or altered categories, you can save that category for use in future schedules.

- From the **Design Categories** screen, click on the **name of the desired category** from the list on the left and then click **Save**. The *Save Category Layout as* dialog displays.

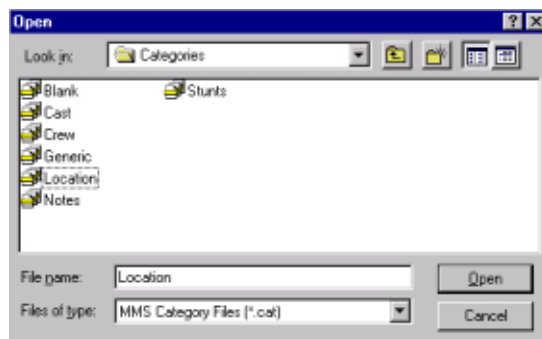


2. Enter the name of the file and location to save it, and then click **OK**. The category is saved.

Loading Categories

When you have saved categories from other schedules, you may want to load them into the current schedule.

1. From the **Design Categories** screen, click **Load**. The *Open file* window displays.



2. Select the **file** and click **OK**.

Creating Category Export Names

Movie Magic Scheduling can export categories and their elements to a library file for use with Movie Magic Budgeting. A basic set of categories to be exported is defined within the application.

However, you may find that you want to export other categories as well. You can specify which categories you want to include in an export to Movie Magic Budgeting.

- ◆ Assign an export name to the category. Any categories that do not have an export name assigned will be excluded from the export.
 - Select the **desired category** from the list on the left and type the name in the **Export Name** field. The name is assigned.

Export Name:

- When you are ready to leave the window, click **OK**. When you export the schedule, the elements in this category will export as well.
- ◆ See “Exporting a Schedule” on page 153 for more information on how to export files to Movie Magic Budgeting.

Chapter 6 Putting it Together - Output

Movie Magic Scheduling is a powerful tool when used to organize information that can later be massaged into a production schedule. It can also export this information to a Movie Magic Budgeting file for use in budgeting the project.

EXPORTING A SCHEDULE

Movie Magic Scheduling can transfer certain breakdown information to the Movie Magic Budgeting system via the export command.

Exporting creates a library file of defined categories that can then be opened in Movie Magic Budgeting. Each library entry contains one detail per breakdown element and lists the days worked and the dollar rate if this information has been entered on the Element Info Window.

Creating Category Export Names

Before you can export a library file to Budgeting, Movie Magic Scheduling needs to know which categories should be exported. A basic set of categories to be exported is defined within the application. These categories include: Cast Members, Props, Extras, Vehicles, and Set.

However, you may find that you want to export other categories as well. You can specify which categories you want to include in an export to Movie Magic Budgeting.

- ◆ Assign an export name to the category. Any categories that do not have an export name assigned will be excluded from the export.

- Select the **desired category** from the list on the left and type the name in the **Export Name** field. The name is assigned.

Export Name:

- When you are ready to leave the window, click **OK**. When you export the schedule, the elements in this category will export as well.

Exporting Schedule Information

Movie Magic Scheduling offers two methods to export information from your schedule. You can export the entire schedule to be used on Movie Magic Wireless (previously known as 2AD), or you can export marked categories and their contents to a library file for use with Movie Magic Budgeting.

Exporting to Wireless

Once you have a schedule defined, you can export it to Movie Magic Wireless. For more information about Movie Magic Wireless, please see our website at www.moviemagicproducer.com, or call our Technical Support Center at (323) 634-2600.

1. From the **File** menu, select **Export to Wireless**. The *Export to Wireless* window displays.

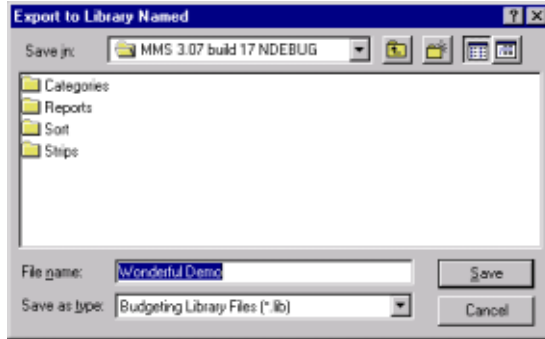


2. Type a name for the file. The scheduling file can now be opened by Movie Magic Wireless.

Exporting to Movie Magic Budgeting

Once you have the Categories defined for export, you are ready to actually save the Movie Magic Budgeting Library file.

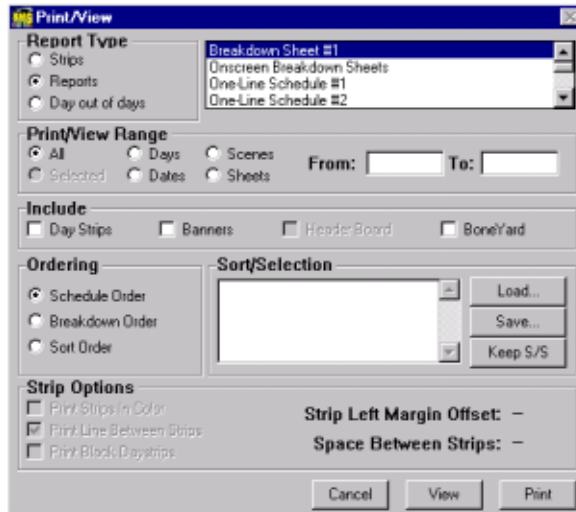
1. From the **File** menu, select **Export Schedule**. The *Export to Library Named* dialog displays.



2. Type a name for the file. The library file can now be opened by Movie Magic Budgeting.

THE PRINT/VIEW SCREEN

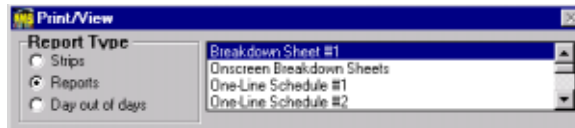
- ◆ From the **File** menu, select **Print/View**. The *Print/View* screen displays.



Selecting the Report Type

All the standard strip board views, reports and days-out-of-days schedules that come with Movie Magic as well as any custom reports that the user has designed are available under the Report Type field.


1. Click the selection button beside Strips, Reports or Day-out-of-days to display all the available formats in each area. The available schedules/reports will appear in the scrolling window.



2. To view a schedule/report, click on the schedule/report name to highlight it.
3. Click **View** or **Print** at the bottom of the screen to either view or print the selected schedule/report.

Selecting the Print/View Range

This field allows you to choose whether to view or print all of a schedule/report or a selected range within the schedule/report. The default mode for this field is for “All” to be selected.

 *Page range can be entered in the following print window, and supersedes this setting.*

You can, however print or view a range.



1. Select either **Days**, **Dates**, **Scenes** (Scene Number), or **Sheets** (Breakdown Sheet numbers).
2. Enter the values of the range in the **From:** and **To:** fields.

Selecting Items to Include in the Report

This field controls what is to be included in the specified schedule/report. If this field is grey, it is not relevant to the specified schedule/report.

You can choose to include information from the day strips, banners and the boneyard as well as choosing to display the header board on certain strip board print-outs.

Ordering and Sort/Selection

These options control the order in which the schedule/report will be printed or viewed.

Schedule order

This is the default order. It prints/views the schedule in the current order of the Strip Board.

Breakdown order

This option will order the print/view the schedule in the order of breakdown sheet number.

Sort order

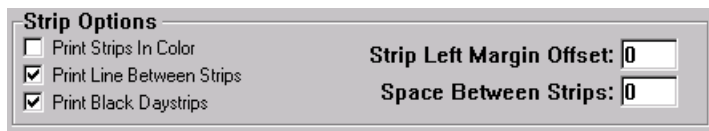
This option will print/view the schedule by a specific sort or selection entered in the **Sort/Selection** area.

You can enter the sort/selection manually or you can load a saved sort/select list (See “Loading a Sort or Select Command” on page 104) by clicking on the **Load** button and selecting the file.

You can also associate a sort and select command with a particular schedule/report by clicking **Keep S/S**. The result is that the next time this specific schedule/report is printed or viewed, the Sort and Select command will automatically appear in the Sort/Selection window.

Selecting Strip Options

The strip options are available only when printing strips. The three options to the left allow for printing strips in color, printing lines between strips and for printing the black day strips, meaning the day breaks and the banners.



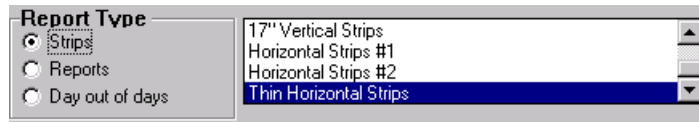
On the right you can specify the left margin offset and the space between each of the strips. For more information on these features, see “Printing the Strip Board” on page 161.

TYPES OF REPORTS

Movie Magic Scheduling is capable of producing several different types of report. These can be viewed on your screen or printed out on your local printer.

Strips

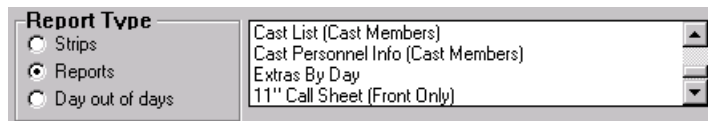
The Strips option offers you several different layouts for the strip board to print.



You can print these in several different ways. You can print them out as a standard document in either horizontal or vertical view that you can hand out at a meeting, giving everyone a personal copy of the strip board. Additionally, you can print them out on Striperf paper, and insert them in strip sheets so that they can be used as a traditional strip board.

Reports

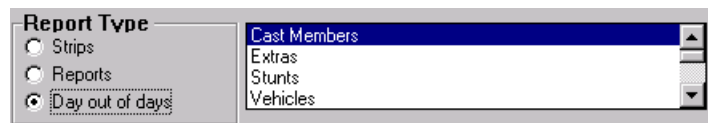
Reports are the most flexible of the forms of output Movie Magic Scheduling can produce. You can create new forms, or use the ones provided with the application.



Reports include shooting schedules, call sheets, breakdown sheets, prop lists, etc.

Day out of Days

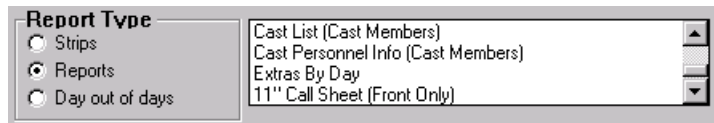
The most common Day out of Days produced is the one for Cast Members, and this is the default category. However, Movie Magic Scheduling provides the ability to print a day out of days for any category. Just select the category from the list to the right.



PRINTING REPORTS

Printing Standard Reports

1. From the **File** menu, select **Print/View**, or type **CTRL-P** (**⌘-P**). The Print/View window displays.
2. In the **Report Type** area, select **Reports**. Select the appropriate report from the list that appears in the scrolling window.



3. Select the options you want to use (see “Types of Reports” on page 157) and then press the **View** or **Print** button at the bottom of the screen to view or print the report.


Printing the Boneyard

When you are printing standard reports, in particular, strips, Breakdown sheets, and shooting schedules, you can also choose to print the Boneyard. The Boneyard will print in the same format as the report you have chosen. For example, if you have chosen Breakdown Sheets, the strips in the Boneyard will print as Breakdown Sheets rather than Strips.

- ◆ In the **Include** area, click to place a **checkmark** in the box beside **Boneyard**. When you print your report, the Boneyard will be included.

Printing the Day Out of Days

The Day out of Days (also known as DOOD) is a specialized report used to show what days any particular element is “working.” Traditionally, this report is used only for cast members; however, Movie Magic Scheduling can create a DOOD for any category.

 *The Day out of Days does not include any strips following the last day break. You must put a day-break at the end of the schedule to include all strips.*

When deciding when to drop an element, Movie Magic Scheduling automatically drops at the first opportunity, with the following exceptions:

- if you have assigned a **Drop #** to that element on the Element Information window, that opportunity will be used. (See “Manually Defining the Drop #” on page 82.)
- if you have selected Minimize **Hold Days (best drop)** on the Design Day out of Day options window, the first legal drop that causes the smallest number of hold days will be used. (See “Minimize Hold Days (Best Drop)” on page 145.)

Printing a DOOD follows the same procedure as for most reports.

1. From the **File** menu, select **Print/View**, or type **CTRL-P** (**⌘-P**). The Print/View window displays.
2. In the **Report Type** area, select **Day out of days**.



3. Click on the appropriate report from the list that appears in the scrolling window.
4. Select appropriate options as described in “The Print/View Screen” on page 155, and then press **View** or **Print** to view or print the report.

An error message will appear saying that there is not enough information to generate the day-out-of-days report if:

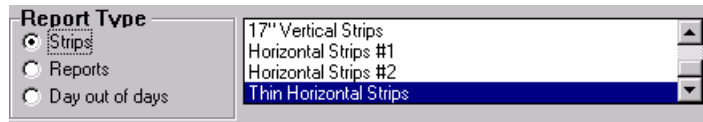
- a category has been selected that does not have ID numbers assigned, an error message displays. Assign ID numbers to the elements in the category and print or view the report again. (See “Reordering Elements Manually” on page 88.)
- or no day breaks are present in the schedule.

PRINTING THE STRIP BOARD

Any of the Strip Board views can be printed. Usually when printing out the strip board you will be using the special Striperf paper so that you can divide the strips up and create your board. However both the Thin Horizontal Strips and the 11” Vertical strips can be printed out on standard 8½ x 11 inch paper for the purposes of simply viewing all the strips at once.

Printing the Strip Board on Standard Paper

1. From the **File** menu, select **Print/View**, or type **Ctrl-P** (**⌘-P**). The Print/View window displays.
2. In the **Report Type** area, select **Strips** and then choose the specific layout you want from the window on the left.



3. Click **Print**.

Printing on the Striperf Paper

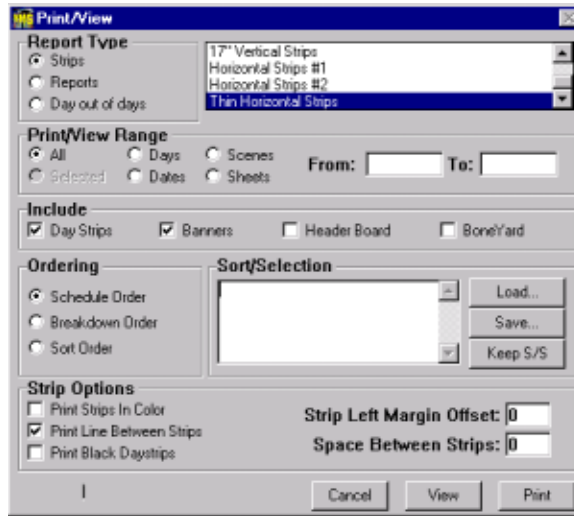
To print out your strip board so that you can divide the strips and create your own physical board, you will need to use the Striperf paper, created especially for Movie Magic Scheduling.

Aligning the Strips

Printing the strips can take a little more time and adjustment than printing reports, but taking time at the outset of printing to make sure that the strips are properly aligned can prevent wasting large amounts of Striperf paper.

Unless you change printers or printer drivers, you should only have to do this aligning process once.

1. From the **File** menu, select **Print/View**, or type **Ctrl-P** (**⌘-P**). The **Print/View** window displays.




2. From the **Report Type** area, select **Strips** and then choose the specific layout that you wish to print from the list on the right.
3. From the **Include** area, select the strips that you want to be included in the printing.

It is often easier to print the header board by itself.

- Print the strips out by themselves.
- Go back and select the **Header Board** and deselect the **Day Strips** and the **Banners** to print the header board alone as well.

4. From the **Strip Options** area at the bottom of the *Print/View* window, select from the options on the left. There are three options to the right:

 *If you have many strips, this action will use a lot of ink from your color cartridges. Remember that you can add color to your white strips with Striperf holders.*

- **Print Strips in Color** - If you have a color printer, this allows you to print the strips in their designated colors.
 - **Print Line Between Strips** – Turn this option off. It prints a black line between each strip. This option can be useful when printing out your strips on standard paper, but on Striperf paper it can throw off the alignment of strips.
 - **Print Black Daystrips** – This option will print the daybreaks and banners in the schedule in black as they appear on your screen. When this option is not selected, these black strips will be printed like the other daystrips – black text on white.
5. **Print the first page** of the strip board on **standard paper**.
 6. Hold the printed paper up to the Striperf paper to see if the strips are aligned. Don't worry about all the strips at once. Try and get the first strip to line-up, and then the others will fall into place more easily.
 - If the first strip is not lining up, go back to the *Print/View* window and change **Strip Left Margin Offset** field accordingly.
 - Print out the strips on standard paper again and compare. Repeat this until the first strip is aligned.
 7. Once the first strip is aligned, if the following strips are still not aligned, go back to the print window and change the **Space Between Strips** field. This field should almost always be "0" or "1". If the strips are drifting to the right, set the field to "0"; if they are drifting to the left, set the field to one.
 8. When the strips are aligned, you can repeat the printing on the Striperf paper.
 9. If the strips are still not aligned after making the above adjustments then you have a scaling problem: the strips are printing too large for the perforated strips.

You should be able to tell whether this is the case by examining the first strip. It should fit easily between the top of the page and the first perforation. If it does not, change the scale as follows:

- On the PC, from the **Print** dialog screen select **Properties** and adjust the scale to 96%.
- On the Macintosh, select **PostScript Options**, then from the **File, Page Setup** window, select the **Precision Bitmap Alignment**.

Some trial and error may be required as each printer model is different. Sometimes older printers cannot grab the Stripperf paper properly or keep it straight. If this is the case, try a new printer tray or perform a manual feed.

Once you have the correct settings, these should stay the same for all subsequent strip boards. Movie Magic will keep the last settings you entered in the Print/View window, so that the next time that you print strips, the correct setting is available.

Part III - Appendices

Appendix A Keyboard Shortcuts for Commands

Windows	Macintosh	Command
CTRL-1	⌘-1	Goto First Sheet/Strip
CTRL-2	⌘-2	Goto Previous Sheet/Strip
CTRL-3	⌘-3	Goto Next Sheet/Strip
CTRL-4	⌘-4	Goto Last Sheet/Strip
CTRL-9	⌘-9	Goto Previous Strip Layout
CTRL-0	⌘-0	Goto Next Strip Layout
CTRL-B	⌘-B	Add Breakdown Sheet/Banner
CTRL-Shift-B	⌘-Shift-B	Add Sheet at End/Add Banner
CTRL-C	⌘-C	Copy
CTRL-D	⌘-D	Duplicate Sheet
CTRL-E	⌘-E	Opens Quick Entry
CTRL-Shift-E	⌘-Shift-E	Opens Quick Entry Create Mode
CTRL-F	⌘-F	Goto Find Element
CTRL-G	⌘-G	Goto Sheet # ...
CTRL-H	⌘-H	Hide Empty Categories on Current Sheet
CTRL-I	⌘-I	Insert Element
CTRL-J	⌘-J	Goto Scene # ...

Windows	Macintosh	Command
CTRL-K	⌘-K	Opens Element Info Window
CTRL-L	⌘-L	Opens Calendar
CTRL-M	⌘-M	Design Strips
CTRL-N	⌘-N	New Schedule
CTRL-O	⌘-O	Open Schedule
CTRL-P	⌘-P	Open Print/View Window
CTRL-Q	⌘-Q	Quit Schedule
CTRL-R	⌘-R	Design Reports
CTRL-S	⌘-S	Save Schedule
CTRL-T	⌘-T	Open Sort and Select
CTRL-U	⌘-U	View Strip Board
CTRL-V	⌘-V	Paste
CTRL-W	⌘-W	Closes Active Window
CTRL-Shift-W	⌘-Shift-W	Closes Active Schedule
CTRL-X	⌘-X	Cut
CTRL-Shift-X	⌘-Shift-X	Delete Element/Move Strip to Boneyard
CTRL-Y	⌘-Y	View Breakdown Sheets
CTRL-Z	⌘-Z	Undo
CTRL-Space	⌘-Space	Hide/Reveal Control Panel
CTRL-, (comma)	⌘-, (comma)	Add Day Break
CTRL-Shift-F1	⌘-Shift-F1	Define Function Keys
CTRL - ←	⌘ - ←	Next Sheet/Strip
CTRL - →	⌘ - →	Previous Sheet/Strip
CTRL - ↑	⌘ - ↑	First Sheet/Strip
CTRL - ↓	⌘ - ↓	Last Sheet/Strip

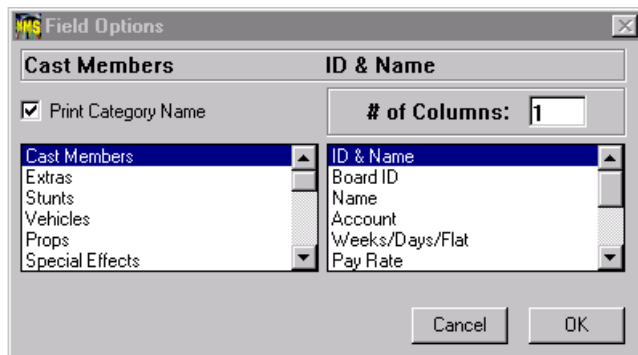
Appendix B

Category Fields

Text: The Text category field will print whatever you enter in it. This is useful for adding labels to different areas of your report. The text will be the same on every page.

Category List: The Category List lists all the elements of a category in the field. Choose the category from the Field options screen as described below.

Custom List: A Custom List field allows you to print certain fields from the Category. Where the Category list lists all the elements in that Category, the Custom list gives you the option of choosing various fields. After designating the field a custom list, double-click on the field or select Field Options from the Field menu. The Field Options dialog displays.



- Choose the Category from the first column.
- From the second column, choose the fields you want to display in your report.

Current Strip: The **numeric position** of the sheet/strip in the schedule. In other words, in the phrase, strip 3 of 209, the "Current Strip" field would be 3.

Date: Prints the **shoot date** of the sheet/strip. This field type has two options: display the date as long (Sunday, May 7, 2000) or short (5/7/00) format. The default is the short format.

Day/Night: Prints the contents of the **D/N field** from the Breakdown sheet.

Element Sum: Prints the **number of elements** in a specified category. Select the category from the Field Options dialog.

File Name: Prints the **name of the schedule file**. Useful for making headers and footers that identify the report.

ID list: Prints a list of **Board IDs** for a specified category. For example, on a standard strip, Cast members are listed by their ID numbers (1,5,9,12,22).

Int/Ext: Prints the contents of the **I/E field** from the Breakdown sheet.

I/E - Set - D/N: Prints a **slug line**. For example, **INT. Theatre -- Day**, this is useful on strip layouts.

Location: Prints the content of the **location** field from the breakdown sheet.

Page Count: Prints the **total number of pages and eighths of pages of the script**. When placed in the footer portion of the report, this field totals all the page counts that appear on the entire page.

Report Name: Prints the **name** of the report.

Report Page: Prints the **page number** of the *report*.

Scenes: Prints the contents of the **Scenes field** from the Breakdown sheet.

Script Day: Prints the contents of the **Script Day field** from the Breakdown sheet.

Script Page: Prints the contents of the **Script Page field** from the Breakdown sheet.

Sequence: Prints the contents of the **Sequence field** from the Breakdown sheet.

Set: Prints the contents of the **Set field** from the Breakdown sheet.

Sheet Number: Prints the breakdown sheet number.

Shoot Day: The numeric day the sheet/strip is scheduled to shoot (for example, "Day 5").

Synopsis: Prints the contents of the **Synopsis field** from the Breakdown sheet.

Time: Prints the **current time** as defined by the computer's clock when the report is printed.

Today's Date: Prints the **current date** as defined by the computer's clock. This field type has two options: display the date as long (Sunday, May 7, 2000) or short (5/7/00) format. The default is the short format.

Total Strips: The **total number** of the sheets/strips in the schedule. In the phrase **3 of 209**, the total strips would be 209.

Weekday: Prints the **long form** week day text (for example, Tuesday or Friday).

Bar Code: Prints a **bar code** which represents the sheet number of the sheet/strip. NOTE: This field ALWAYS prints in a special bar code font -- you do not need to set the font or the font size of this field.

Picture Title: Prints the **Picture Title** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

Prod. No. Prints the **Production Number** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

Company: Prints the name of the **Company** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

Director: Prints the name of the **Director** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

Producer: Prints the name of the **Producer** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

U.P.M. Prints the name of the **UPM** as defined in the Picture Info dialog. (See "Adding Production Information" on page 62.)

Asst. Director: Prints the name of the **Asst. Director** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Art Director: Prints the name of the **Art Director** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Set Dresser: Prints the name of the **Set Dresser** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Script Dated: Prints the date of the current script as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Prepared by: Prints the name of the **person who prepared the schedule** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Timing: Prints the **Timing Information** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Episode No. Prints the **Episode number** as defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Misc. #... Prints the **miscellaneous information** defined in the Picture Info dialog. (See “Adding Production Information” on page 62.)

Storyboard: Prints the **storyboard picture**, if there is one on the breakdown sheet.

Index

Page numbers in **bold face** are found in the Tutorial section. Other page numbers are found in the Reference section.

Numerics

2AD 154

A

Action after Last Field 58
 Auto Sheet Numbering 57
 Auto-Save 55

B

Banner
 insert **38**
 Banners 112
 Board IDs **22**, 87
 reorder 87
 Board Swap **39**, 114
 creating **40**, 114
 deleting 115
 renaming 115
 restoring **41**, 115
 using **42**, 116
 Boneyard
 moving day breaks 110
 moving strips from 114
 moving strips to 113
 Breakdown Sheet 5, 67
 adding **17**, 69
 categories 68
 creating 56
 duplicating 86
 element, adding **18**, 73
 finding elements 75
 lock sheet numbers 57

merging 90
 remove element 74
 renumbering 90
 scene information 67
 screen areas 67
 storyboard 68
 switching to 54
 viewing 67

Budgeting
 exporting to 153

C

Calendar **34**, 106
 company travel **35**, 108
 day off 108
 days off 108
 holiday **36**, 108
 navigation 108
 production dates 107
 special days 108
 standard week **34**
 travel days 108
 Categories
 add 147
 adding new 84
 change element order 148
 change name 146
 change order of 146
 create 147
 displaying empty 82
 element casing 148
 export names 151
 hiding empty 82

- loading 151
 - modifying 83
 - remove 147
 - saving modified/new 150
 - set defaults 148
 - Category Column Width 56
 - Changing Category Names 83
 - Check Element Occurrences 117
 - Click on Category 55
 - Closing
 - Movie Magic Scheduling 66
 - schedules **19**, 66
 - windows 66
 - Company Travel 108
 - Company travel **35**
 - Creating Fields 123
 - Creating New Elements 75
- D**
- Day Breaks 109
 - automatic insertion **38**, 109
 - deleting 110
 - insert manually **37**
 - inserting manually 109
 - moving **37**, 111
 - multiple for long scenes **38**, 111
 - removing all 111
 - removing individual 110
 - Day Off 109
 - Day Out of Days
 - abbreviations 143
 - columns and margins 144
 - days between drop/pickup 145
 - fonts 144
 - header/footer 145
 - modifying 142
 - printing **46**, 159
 - Day/Night 68
 - Days Off 108
 - Deleting
 - day breaks 110
 - Design
 - change field options 123
 - create field 123
 - define field 123
 - interpreted text 125
 - move field 124
 - order fields 125
 - resize fields 124
 - text in text fields 125
 - Design Categories 146
 - Design Element Information 146
 - Design Element Information Windows 149
 - Design Palette 119
 - buttons 119
 - clipping and wrapping 122
 - defining fields 121
 - draw lines/line size 121
 - field orientation 121
 - font size & style 120
 - growable fields 122
 - tool palette 120
 - Design Report
 - delete layout 132
 - duplicate layout 132
 - import layout 131
 - new fields 129
 - Design Reports 126
 - breakdown pages 130
 - change layout 127
 - create new layout 128
 - duplicate layout 132
 - export layout 131
 - header/footer lines 129
 - open design window 127
 - report options 132
 - Design Strips 135
 - change layout 136
 - create new layout 136
 - delete layout 138

- duplicate layout 139
- export layout 137
- import layout 138
- new fields 137
- open 136
- strip options 139
- Designing Categories
 - using fields 123
- Designing Custom Reports 119
- Designing Fields 121
- Designing Reports
 - using fields 123
- Designing Strips
 - using fields 123
- DOOD 158
- Drag and Drop 95
- Drop days 82
- Duplicating
 - breakdown sheets 86

E

- Element IDs
 - locking 89
- Element Info 55, 78
 - cast 80
 - extras 80
 - stunts 81
- Element Info Window **16**, 79
- Element List 77
- Elements 70
 - adding 79
 - adding info to 82
 - creating **12**, 75, 81
 - deleting 78
 - element info window **16**
 - finding 75
 - ID numbers **22**, 87
 - ID numbers, locking **25**, 89
 - info window 79
 - information about 78

- quick entry **14**, 71, 73
- remove from breakdown sheet 74
- reorder IDs **23**, 87
- reorder manually **24**, 88
- script **14**
- sorting 58, 77
- unrecognized 59

Exiting 49, 66

Exporting

- creating export names 153
- schedule information 154
- to 2AD 154
- to budgeting 154
- to wireless 154

Exporting Schedule 153

F

Function Keys 59

G

Goto Next 56

Growable Fields 122

H

Hide Empty Categories 57

Holiday **36**, 108

I

ID Numbers **22**, 87

Importing Script Information 62

Installation 49

Interior/Exterior 68

Interpreted Text 125

- in headers/footers 126

- in text fields 126

L

Launching **4**, 49

Loading

sort commands 104
 Location 69
 Lock Sheet Numbers 57

M

Merging Breakdown Sheets 90
 Mouse Entry 79
 Multi-Day Breaks 111
 Multi-day Breaks 57

N

Navigation 51
 breakdown toolbar 53
 menu bar 51
 strip board toolbar 53

O

Opening
 quick entry 71
 recently used files 64
 schedule 64

P

Pages 69
 Palette Windows 56
 Preferences 54
 application specific 55
 click on category 55
 miscellaneous attributes 56
 schedule specific 57
 Print/View **44**, 155
 breakdown order 157
 included items 156
 schedule order 157
 select range 156
 select report type 155
 sort order 157
 strip options 157
 Printing 159

day out of days **46**, 159
 standard reports **45**, 159
 strip board **44**, 161
 standard paper 161
 striperf paper 161

Production Dates 107
 Production Information **8**, 62

Q

Quick Entry **14**, 55, 71
 add/remove 71, 73, 74
 category selection 72
 changing modes 71
 create 72
 find 72
 new elements 73
 opening 71
 Quitting 49

R

Recalculate Element Days 117
 Recalculating 117
 Recently Used Files 64
 Renumbering Breakdown Sheets 90
 Reorder Board ID 87
 Reorder Strips 96
 Report Options
 category 134
 day 134
 default font 135
 margins 134
 name 133
 one section per page 134
 page break on new day 134
 print day strips 134
 report by 133
 separate sections with a line 134
 sheet 133
 test below shoot day 135
 text above font 135

- text above shoot day 135
- text below font 135
- Report Types 157
 - day out of days 158
 - reports 158
 - strips 158
- Reports 7
 - printing **45**, 159
- Re-sort Sheet Elements 117
- Response to Unrecognized Element 59

S

- Save **9**, 65
 - autosave 55
 - new file 65
 - previously saved file 65
 - renaming a file 65
 - sort and select commands 103
- Saving
 - sort commands 103
- Scene Information **12**
 - entering 68
- Scenes 69
- Schedule
 - close **7**, **19**, 66
 - create **8**, 61
 - new 61
 - open **4**, 64
 - overview xii, **4**
 - production information 62
 - recalculating 117
 - save **9**, 65
- Script Day 69
- Script Information
 - importing 62
- Script Page 69
- Select
 - moving strips 102
- Sequence 69
- Set 68
- Sheet Number 68
- Show Element ID Numbers 57
- Sort 100
 - elements 58
- Sort and Select **28**, 97
 - basic sorting **29**
 - clearing text window 100
 - loading 104
 - moving strips 102
 - opening **28**, 97
 - performing 100
 - saving commands 103
 - sort syntax **30**, 100
- Splash Screen 56
- Storyboard 84
 - adding picture 84
 - removing picture 86
- Strip Board **6**, **26**
 - changing views 95
 - contents of strip **26**
 - printing **44**
 - switching to 54
 - viewing **26**, 95
- Strip Options **26**
 - color **26**
 - different views **27**
 - extra spacing 141
 - format name 141
 - header font 140
 - header width 140
 - left margin offset 141
 - print header board 141
 - strip length 140
 - strip orientation 141
 - strip width 140
- StripPerf
 - aligning strips 161
- StripPerf paper 161
- Strips 93
 - changing colors 94

- colors 93
- moving in select command 102
- moving manually **27**
- reorder 96
- reordering 96
- setup 93
- sorting 100
- sorting manually 95
- standard information 95
- viewing 94

Synopsis 69

T

- Text Fields 125
- Toolbar
 - breakdown 53
 - strip board 53

V

- Viewing the Stripboard 95

W

- Windows
 - close 66