

User Manual

Entertainment Partners 2835 North Naomi Street Burbank, CA 91504 818.955.6000

www.movie-magic.com support@ep.com

Phone Technical Support:	800.624.3472 818.955.6331
Fax Technical Support:	818.955.6292

For use with Microsoft® Windows® and Apple® Macintosh®

Copyright and Trademark

Copyright © 2004, 2005, 2006, 2007, 2008, 2009, 2014 Entertainment Partners or its subsidiaries or affiliates. All rights reserved. Entertainment Partners, the Entertainment Partners logo, Entertainment Partners and Movie Magic Scheduling are trademarks of Entertainment Partners, or its subsidiaries or affiliated companies. Other product and brand names may be trademarks or registered trademarks of their respective owners.

Disclaimer and Limitation of Liability

Entertainment Partners and its subsidiaries and affiliates assume no responsibility for any damage or loss resulting from the use of this handbook. Entertainment Partners assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

Entertainment Partners and its subsidiaries and affiliates assume no responsibility for any loss or claims by third parties which may arise through use of this software. Entertainment Partners and its subsidiaries and affiliates assume no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery or power loss or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

IMPORTANT: Please read the Entertainment Partners End-User License Agreement accompanying the software program(s). Using any part of the software indicates that you accept the terms of the End-User License Agreement.

Windows® and Microsoft® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Movie Magic Scheduling 5 Manual

Table of Contents

Introduction	1
Chapter 1: Getting Started	2
Section 1: Navigation	2
Movie Magic Scheduling 5 Menus Main Toolbar (Windows only) Breakdown Sheet Toolbar Stripboard Toolbar Element Manager Toolbar Window Navigation	2 2 2 3 4
Section 2: Selecting and Highlighting	7
Right-Click (Mac: Command+ click) Single-Click/Double-Click Selecting Strips Selecting Elements/Category Boxes in Design Layout	7 7
Section 3: Shortcut Keys	7
Breakdown Sheet Window Element Manager Window Stripboard Window Calendar Manager Window	9 9
Section 4: Starting a New Schedule	. 10
Creating a New Schedule from a Template Opening a Pre-Existing Schedule Opening a Recent Schedule Closing a Schedule	. 11 . 11
Section 5: Saving	. 12
Save Save As Saving as a Template Revert	. 12 . 13
Chapter 2: Schedule Setup	14
Section 1: Application Preferences	. 14
Access Application Preferences. Auto Save Reminder Interval Deactivating AutoSave The Auto Save feature can be disabled. New Stripboard Defaults New Strip Position. Element Name Not Recognized Action.	. 14 . 15 . 15 . 15 . 15
Section 2: Setting Schedule Preferences	. 16
Sheet Numbering Mode	. 16

Display Time Security Breakdown Sheet Preferences	17
Section 3: Element-Linking Preferences	
Insert Linked Elements Removed Linked Elements	
Chapter 3: Element Quick Entry	19
Section 1: Opening Quick Entry	19
Insert/Remove Button	20
Section 2: Creating New Elements with Element Quick Entry	21
Insert New Elements to Breakdown Sheet Insert Existing Elements to a Breakdown Sheet	
Section 3: Direct Insert of Elements at the Breakdown Sheet – Keyboard Method	23
Directly Insert a New Element into a Breakdown Sheet Insert a New Element in a Specific Position Directly Insert an Existing Element into a Breakdown Sheet	24
Chapter 4: Element Manager	26
Section 1: Access the Element Manager	26
Section 2: Edit Element Window	27
Access Edit Element Window	27
Section 3: Creating New Elements from Element Manager	29
Duplicating Elements Deleting Elements	
Section 4: Sorting in Element Manager	
Manual Sort Renumbering Elements	
Merging Elements	
Section 5: Moving in Element Manager	
Moving Elements Moving Elements in the Edit Element Window Linking Elements Adding Red Flags	34 34
Chapter 5: Category Manager	36
Section 1: Edit Category	
Access the Edit Category Window	
Section 2: Creating New Categories	38
From the Category Manager:	
Duplicating a Category Deleting a Category	
Section 3: Rearranging Categories	40
Chapter 6: Breakdown Sheet	41

Breakdown Sheet Breakdown Sheet Report	
Section 1: Accessing the Breakdown Sheet	42
Section 2: Completing the Breakdown Sheet	42
Entering Scene Information	
Entering Set, Sequence, Location, Est. Time	
Insert Elements into the Breakdown Sheet Element Linking	
Element Linking Groups	47
Deleting an Anchor Element Unlinking an Element from an Anchor Element	
Element Linking Preferences	
Adding New Sheets	51
Merging Sheets Merge Current Sheet With	
Duplicating Existing Sheets	
Renumbering Sheets	53
Chapter 7: Calendar	54
Section 1: Access the Calendar Manager	54
Section 2: Creating a Calendar	54
Default Calendar	
Creating Additional Calendars	
Renaming Calendar Section 3: Building a Calendar	
-	
Selecting Days Off Designating Special Days	
Setting Production Dates	58
Completing the Production Calendar Duplicating a Calendar	
Deleting a Calendar	
Changing the Default Calendar	
Chapter 8: Red Flags	62
Section 1: Access the Red Flag Entry Table	62
Section 2: Create a Date Only Flag	63
Section 3: Create a Red Flag Associated with an Element	64
Section 4: Edit a Red Flag	65
Cancel Changes to a Red Flag	66
Section 5: Delete a Red Flag	66
Section 6: Viewing and Understanding Red Flag Entries and Calendars	67
Calendar View - View Red Flags on Different Calendars	67
Section 7: Red Flag Appearing on a Stripboard	68
Chapter 9: Red Flag Manager	69
Section 1: Access the Red Flag Manager	69
Section 2: Add a New Flag	69

Section 3: Access the Edit Red Flag Window	70
Section 4: Move a Flag Up within the List	71
Section 5: Move Flag Down within the List	71
Section 6: Delete a Flag	71
Chapter 10: Image Manager	73
Section 1: Access the Image Manager	73
Section 2: Add an Image to a Breakdown Sheet for a Scene	74
Resize the Thumbnail Image	75
Section 3: Add a Name for an Image	75
Section 4: Replace an Image	75
Section 5: Remove an Image from a Breakdown Sheet and Scene	76
Chapter 11: Stripboard	78
Section 1: Access the Stripboard Manager	78
Section 2: Default Stripboard	78
Section 3: Creating New/Multiple Boards	78
Renaming a Stripboard	80
Section 4: Changing the Active Board	80
Section 5: Accessing the Stripboard	81
Section 6: Changing Layout Views	82
Section 7: Sorting Strips	82
Section 8: Production Information	83
Chapter 12: Strip Appearance	85
Section 1: Accessing the Strip Layout Manager	85
Strip Layout	85
Chapter 13: Strip Designer	87
Section 1: Access the Strip Designer	
Section 2: Strip Designer Tools	
Zoom	
Section 3: Strip Elements	89
Changing Strip Element Properties	
Selecting ID List Property Categories Editing the Element Sum Field	
Adding New Element Boxes (from the Strip Element List)	
Aligning Element Boxes	
Section 4: Creating New Strip Elements	
Tools Creating New Design Elements	
Section 5: Creating a Text Box	

Section 6: Resizing a Strip Element box	95
Section 7: Strip Text Appearance	95
Strip Element Text	
Section 8: Banner/Day Break/Area Text	97
Designer Settings Options Strip Size	
Section 9: Strip and Strip Text Colors	
Strip Colors Selected Strip/Day Breaks/Banner Colors Strip Text Color	
Chapter 14: Scheduling Strips	104
Section 1: Tool Icons	104
Section 2: Scheduling a Day Break	
Auto Day Breaks	
Section 3: Scheduling a Banner	
Section 4: Customize a Banner from the Stripboard	
Modify a Customized Banner	
Copy a Banner or Day Break	
Section 5: Delete a Day Break or Banner	107
Section 6: Delete All Day Breaks	107
Section 7: Cut and Paste	108
Cut Multiple Strips in Consecutive Order Cut Multiple Strips in Non-Consecutive Order Pasting Strips	
Section 8: Delete a Strip	
Delete Multiple Strips in Consecutive Order Delete Multiple Strips in Non-Consecutive Order	
Section 9: Click and Drag Strips	110
Move a Strip from the Boneyard to the Active Schedule Move a Strip from the Active Schedule to the Boneyard	
Section 10: Reordering Strips	111
Section 11: Undo/Redo	112
Section 12: The Boneyard	112
Access the Boneyard	112
Move a Strip to the Scheduled Area Move Several Strips at a Time Access the Active Stripboard from the Boneyard	113
Section 13: Hide Header Board Vertical Strip Layout	
Section 14: Printing Strips	
Chapter 15: Find Tool	
Section 1: Access Find	

Section 2: Find Window Navigation	
Field	
Condition	
Value	
Category	
Search Elements	
Find Buttons	
Section 3: Using Find	
Search Elements	
No Results	
Section 4: Find All, Find Next, Find Prev	
Chapter 16: Advanced Find	120
Section 1: Access Advanced Find	
Section 2: Advanced Find Navigation	
-	
Find/Select Sheets or Strips Add/Remove Buttons	
Find/Select Sheets or Strips Sentence Form (Read Only)	
Look In	
Find Buttons	
Section 3: Using Advanced Find	
Additional Search Parameters	
Section 4: Find/Replace	
Access Find/Replace Use Find/Replace	
Chapter 17: Reports	
Section 1: Printing Reports	
Access Print/View Reports	
Section 2: Generating Reports	
Print Reports	
View Reports	
Section 3: Print/View — Print Scaling	
Scale by Page	
Scale by Contents	
Chapter 18: Report Design	130
Section 1: Report Designer	
Accessing Report Designer	
Report Designer Tools	
Zoom	
Report Layout Settings Window	
Element Box Properties Window	
Section 2: Creating New Report Elements	134
Selecting and Using Tools	

Resizing Boxes Changing Report Categories Adding New Element Boxes Aligning Element Boxes Aligning a Newly Added Box Aligning Two Existing Boxes	
Section 3: Report Text Appearance	137
Changing Text Direction Justify Text Text-Wrapping Outside Border	
Chapter 19: Day Out of Days	139
Section 1: Creating a Day Out of Days Report	139
Day Out of Days Totals	141
Section 2: Day Out of Days Totals: Column Definitions	141
Day Out of Days Preferences	142
Chapter 20: Exporting and Importing Report and Strip Layouts	
Section 1: Export a Report Layout	145
Section 2: Export a Strip Layout	146
Section 3: Import a Report Layout	146
Section 4: Import a Strip Layout	147
Chapter 21: Importing Files	
Chapter 22: Opening EP Scheduling Files	150
Chapter 23: Exporting to EP Scheduling 4.4	151
Chapter 24: Opening Movie Magic Scheduling Classic Files	
Chapter 25: Exporting to Classic Movie Magic Scheduling 3.7	
Chapter 26: Export to Movie Magic Budgeting 7	
Glossary	
Index	

Introduction

Entertainment Partner's Movie Magic Scheduling 5 helps to translate a screenplay into an actionable plan for shooting a film. Once a schedule is completed, it will include a sequence for shooting, a record of the working days for each actor, a Breakdown Sheet for each scene listing all elements required for shooting, a calendar, Shooting Schedules, and Day Out of Days reports that can be printed and distributed. Movie Magic Scheduling 5 also makes it easy to save multiple versions of a schedule.

🗊 Stripboard - A	ctor Scenario																											<u> a</u> ×
-= I =	👂 🛃 📢 😤 🕅	S 2	~	No				Layo	out:	'ertical	11		-	Bo	ard: A	ctor Sc	enario		-	Caler	ndar:	5 Day	/ Weel	k	•	1		
		• -= _	1.1	1.1			,		-																			
																		_	_			_				_		 -
		0		1 4/8	2/8	1/8	1 2/8	50	1 2/8		2 2.8	2 1.6	2/8		2/8		6/8	1/8	1.14	2	5/8			4/8	2/8	1 4/8	1/8	
		Page Count		1 4/0	2/0			076	1 2/0		2 2/4	2.17	2/0						1.17	<u> </u>	070		· ·					
				>	>	>	Night	>	>		>	>	×		Night		Night	Night	>	light	Night		Night	Night	Night	Night	Night	
				Day	Day			Day	Day		Day	Day	Day		ž.		ž.	ž.	Day	z.	2		Ξ.	Ξ.	Ξ.	Ξ.	Ξ.	
	IT'S A WONDERFUL LIFE					5													LNIM	6	Ξ						w.	
						₹.												3	3	2	3						OFFICES	
						2		2	Hange	19	<u> </u>							E.	ti	문	Ψ.						5	
						물		Ê	Ê.	OFFICE	5							BMPORIUM	STREET	<u>е</u>	17.1				æ	œ	2	
Director	Frank Capra					₹ G		99 10	90		<u> </u>							đ	1S	2	8			2	۳.	۳	8	
		-				ž.		В.	В.	1.00	L KI VAIE						E.	Ë	FALLS	8	2			7	<u></u>	<u></u>	2	
Producer	Frank Capra			L.	PARK	Ľ.	Υ.	M	2		¥				з.		₹	₹	E P	9	1 S _		z	e .	Ψ.	Ψ.	¥.	
		-		STREET	₹.	8	문	8	8	· · · · ·	۰ I				÷		8	8	ORD	ð	ð.		8	R P	6	8	9	
Assistant Di	rector Arthur S. Black			100	à	λų	à	× £	Υ Ψ	i i	μ.	~	\mathbf{x}		4		ě.	ē.	0 2	2	2		2	8 F	ĕ	ĕ	ā.	
		-		MMN 18	BALEY 73	BALEY BUILDING AND LOAN S 24	S A	ΡĀΝ	BACK ROOM DRUGSTORE 14		i o	₹6	BANK 109		8AI ILEFIELU 92		BEDFORD FALLS	BEDFORD FALLS	BEDF	8.0	. 🖬 .,		Ξs	BRIDGE AT RALING 135. 137	BRIDGE OVER RIVER 133	BRIDGE OVER RIVER 158	ШS	
Script Date	d March 4, 1947			2 #	m K	ê û	- ÷	œ₽							* 0)			- ÷ •		- a a	n e e	2	- ÷					
		-		TX S	EXT Sos.	X S	EXT Sos.	투양	Sos.		- 10	Ę ģ	Sos.		Sos.		- 11 S	S L S	1 X X	Ęă	i 🗄 i		두 성	Σs	S T S	EXT Sec	EXT Sos.	
Character	No			шio	шω	шω	ատ					± σ	≃ თ		mω			<u>о ш</u> с	ошо		o ≃ 0	2	<u>≃</u> σ	ωø	0 111 0	wω	шø	
George Mary		2		1	-	_	1	1	1		1	4	4	- 4			-	1	1	1/2	1/2		1/2	1	1	1	1	
Harry		3			-	-		6			5	5	-	t i				-	6	1								
Uncle Billy Mr. Potter		4		7/8										- 1	8				7	2						8		
Mr. Gower	6 Emie	7		11		-	12				-							-	-	-				10	-			
Bert	8 Joe 10 Violet	9												1								8						
Clarence Ma Bailey	12 Mrs. Hatch	13			-	_					17					(0		-	-	-	-	Pages		-	-	-	-	
Mr. Martini	14 Cousin Tilly	15												i		ages				-	1	å						
Annie Cousin Eustace	16 Peter Bailey 18 Ruth	17								(0	21	21				a						5/8						
Pete Bailey	20 Goon	21								ë,	-					<u>۵</u>						ŝ	26					
Carter Sam Wainwright	22 Marty 24 Maria Martini	23								Pages						8/2						4						
Ed	26 Freddie	27			-			-		с С	_					4							31/32					
Nick Janie Bailev	28 Tommy Bailey	29								47)												2009						
Tom	30 Charlie 32 Zuzu Bailey	31								6						D D						8						
Dr. Campbell	34 Mr. Carter	33 35 37						-		2009	-					000										-	-	
Principal Jane Wainwright	36 Grumpy Old Man 38 Tollkeeper	37								2						2												
Mickey	40 Lawyer	41						-		نی ف	-					2						d d						
Real Estate Salesman	42 Insurance Agent	43												j		April						\triangleleft						
Suitor #1 Passerby	44 Suitor #2 46 Randall	43 45 47		51						April						₹ _						\geq						
Mrs. Thompson	48 Poster Man	49						-			-	53				~						ğ						
Schultz Nurse	50 Mr. Reineman 52 Bank Teller	51	ariors	÷ —						ŝ						age of the second se						ŝ			56			
Mr. Welch	54 Owner	53 55 57				_		-		2						ŝ						5						
Truck Driver	56 House Owner	57	a	0						Monday,	-					uesday,						Wednesday, April						
Cop	58 Sheriff	59	. 5	<						2						1 1	<u></u>					5						
		3	2 4													0	ŭ 👘											



Chapter 1: Getting Started

Before beginning the process of scheduling, consider some of the basics of Movie Magic Scheduling 5. This first chapter is an introduction to frequently used toolbars, the steps to starting new schedules and ways to properly save them. Doing so will help in learning how to set both application preferences, such as the New Strip Default Position, and individual schedule preferences, such as Sheet Numbering colors.

Section 1: Navigation

Movie Magic Scheduling 5 offers intuitive navigation with a combination of easy-to-use toolbars and menus.

Movie Magic Scheduling 5 Menus

The Movie Magic Scheduling 5 menus provide access to all major modules of the program. Once accessed, each area, such as the Breakdown Sheet or Stripboard, has its own functional controls that are available via a toolbar.



Main Toolbar

(Windows only)



New:	Opens a new blank Schedule
Open:	Opens an existing Schedule
Save:	Saves current Schedule
Print:	Prints current Schedule
Sheets:	Shows Breakdown Sheets for current Schedule
Board:	Shows Stripboard for current Schedule
Elements:	Shows Element Quick Entry window for current Schedule
Calendar:	Shows Calendar for current Schedule
Close All:	Closes all currently opened windows
Help:	Shows Help section for Movie Magic Scheduling 5

Breakdown Sheet Toolbar



Adds a new Breakdown Sheet

Combines the Elements of two Breakdown Sheets into one
Creates a new Breakdown Sheet with all the properties of the active Breakdown Sheet
Permanently removes the active sheet
Reorders Breakdown Sheets to reflect the same order in which corresponding strips appear on the Stripboard or reorders Breakdown Sheets according to Sheet # order
Navigates to the first Breakdown Sheet of the schedule
Scrolls to the previous Breakdown Sheet
Scrolls to the next Breakdown Sheet
Navigates to the last Breakdown Sheet in schedule
Toggles visibility of Categories that contain no Elements on the active Breakdown Sheet
Opens Element Quick Entry window
Dpens Element Linking window
Copens Red Flag Entry Window

Navigate By: Active Board _____ Selects the method in which Breakdown Sheets will appear from the drop-down menu list of options

- Sheet: Breakdown Sheets will appear in sheet number order
- Active Board: Breakdown Sheets will appear in the order in which they are on the Stripboard
- Scenes: Breakdown Sheets will appear by scene number

Stripboard Toolbar

The Stripboard toolbar provides, in one central location, all the tools needed to work in Stripboards.

The left side of the toolbar offers easy-to-use icons for the configuration of a Stripboard.



Inserts a Day Break after the selected strip on the Stripboard

Inserts a Banner after the selected strip on the Stripboard



Deletes all scheduled Day Breaks on the Stripboard at once

Inserts Day Breaks for the entire Stripboard schedule, all at one time, according to user-specified maximum page count per day

Allows the rescheduling of strips by typing the strip numbers in the new strip order

Removes selected Strip or Day Break and places it on the clipboard where it will be ready to be pasted

Pastes the most recently cut strip onto the Stripboard after the selected strip Allows the sorting of strips according to criteria such as sheet, set, pages, and

location



Undo reverses the last action



Redo implements a previously undone action

Or

Opens the Boneyard window

The right side of the toolbar offers the convenience of quickly and easily swapping from saved Layouts, Stripboards, and Calendars.

Layout: Horizontal C 💌 Board: Actor Scenario 💌 Calendar: 5 Day Week 💌

- Strip Layout: Allows easy swapping between saved Strip Layouts
- **Board:** Allows easy swapping between saved Stripboards
- Calendar: Allows easy swapping between saved Calendars

Element Manager Toolbar

🍈 Elemei	it Manager
010	3 🗭 🚳 🐞 🇞 🌾 Sort By : Manual 💶 🔺 🥆
D	Creates a new Element
$ \mathcal{S} $	Opens the selected Element Info window for editing
♥	Creates duplicate of selected Element
	Deletes selected Element(s)
	Reassigns Stripboard ID numbers to Elements according to current list order
I	Combines two distinct Elements into one Element; only available when two or more Elements are selected
N	Allows for easy movement of Elements between Categories



٩	Opens	Element	Linking	window
/	Opens	Red Flag	Entry w	vindow

Reveals a drop-down menu of Element sorting options

Moves a selected	Element up i	in the list (only available	in Manual Sort)	
	Liement up i		only available	in manual cort)	

Moves a selected Element down in the list (only available in Manual Sort)

Window Navigation

Sort By : Board ID

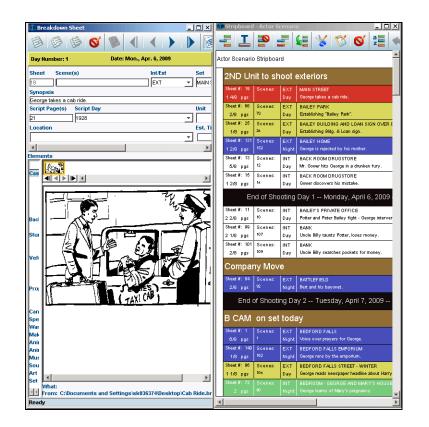
Windows can be arranged automatically on a scheduling desktop by selecting either Tile Vertically or Cascade from the Window menu. The Window menu also offers quick access to all open windows on a scheduling desktop.

Window Help
Tile Vertically
🚰 Cascade
😵 Close All
Boneyard - Actor Scenario
🗸 前 Breakdown Sheet
fipboard - Actor Scenario

NOTE: For the tile or cascade view options to function, the windows cannot be in minimized view. They can be any size, except for completely minimized.

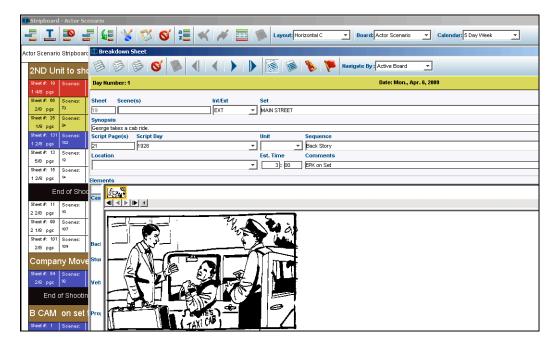
Tile Vertically

Each window will be automatically resized to fill and fit the screen. The windows do not overlap and are placed directly next to each other.



Cascade

Window will be minimized automatically to a smaller size and placed in a diagonal sequence beginning from the upper-left corner and ending at the lower-right corner. Each window will layer on top of the previous one.





Quick Window Access

All windows that are currently open in Movie Magic Scheduling 5 are listed for convenient access. Selected windows will become active (on top).

Section 2: Selecting and Highlighting

Right-Click (Mac: Command+ click)

Right-clicking (Mac: Command + click) on a Schedule Element offers a shortcut to editing tools.

Single-Click/Double-Click

Single-clicking in a field will allow operation within that field. In some cases, singleclicking will also select that field's contents (and in the case of the Breakdown Sheet, allow for existing text to be typed over). Double-clicking in a field will highlight its contents and allows for editing text.

Selecting Strips

Click on a Strip to select it. It will be displayed in the highlight color when selected.

Selecting Elements/Category Boxes in Design Layout

To select a design tool for use, click on it. This applies to both the Reports and Strips Designer. However, use the Selection Arrow tool to select an existing Category box. For more detailed information, see **Chapter 13: Strip Designer**.

Section 3: Shortcut Keys

Movie Magic Scheduling 5 offers a number of shortcuts through the keyboard keys used in combination with the Control (CTRL) key or the Command key with Mac.

Menu item name	Shortcut Key		
Open Schedule	CTRL + O /		
Open Schedule	COMMAND +O		
New Schedule From	CTRL + N /		
Template	COMMAND + N		
Save Schedule	CTRL + S /		
Save Schedule	COMMAND + S		
	CTRL + SHIFT+W /		
Close Schedule	COMMAND +SHIFT		
	+ W		
Breakdown Sheet Window	CTRL + Y /		
Breakdown Sneet Window	COMMAND +Y		
Element Quick Entry	CTRL + E /		
Element Quick Entry	COMMAND + E		

Stripboard Window	CTRL + U /		
	COMMAND + U		
Strip Layout Manager	CTRL + M /		
	COMMAND + M		
Report Layout Manager	CTRL + R /		
	COMMAND + R		
Calendar Manager	CTRL + L /		
	COMMAND + L		
Find	CTRL + F /		
	COMMAND + F		
Find Next	F3		
Find Prev	SHIFT + F3		
Find Sheet	CTRL + G /		
	COMMAND + G		
Find Scene	CTRL + J /		
	COMMAND + J		
Select All Text	CTRL + A /		
	COMMAND + A		
Copy Text to Clipboard	CTRL +C /		
	COMMAND + C		
Paste Text From Clipboard	CTRL + V /		
	COMMAND + V		
Cut Text to Clipboard	CTRL + X /		
	COMMAND + X		
Undo Text Edit	CTRL + Z /		
Ondo Text Edit	COMMAND + Z		
Preferences Window	N/A		
Print/View	CTRL + P /		
	COMMAND + P		
Movie Magic Scheduling 5	N/A		
Help			
Exit (quit) Application	N/A		

Breakdown Sheet Window

Menu item name	Shortcut Key	
Add Sheet	CTRL + B /	
Add Sheet	COMMAND + B	
Duplicato Shoot	CTRL + D /	
Duplicate Sheet	COMMAND + D	
Renumber Sheet	CTRL + T /	
Renumber Sheet	COMMAND + T	
Goto First Sheet	CTRL + 1 /	
Goto i list Sheet	COMMAND + 1	
	CTRL + Right /	
Goto Next Sheet	COMMAND +	
	Right	
Goto Previous Sheet	CTRL + Left /	

	COMMAND + Left
Goto Last Sheet	CTRL + 4 /
Gold Last Sheet	COMMAND + 4
Copy Elements to Clipboard	CTRL + C /
Copy Elements to Clipboard	COMMAND + C
Paste Elements From	CTRL + V /
Clipboard	COMMAND + V
Cut Elemente te Clinheard	CTRL + X /
Cut Elements to Clipboard	COMMAND + X
Show Floment Quick Entry	CTRL + E /
Show Element Quick Entry	COMMAND + E
Show Breakdown Sheet	CTRL + Y /
Window	COMMAND + Y
Show Element Linking	CTRL + L /
	COMMAND + L
Show Red Flag Entry	CTRL + K /
	COMMAND + K

Element Manager Window

Menu item name	Shortcut Key		
Now Floment	CTRL + B /		
New Element	COMMAND + B		
Edit Flomont	CTRL + K /		
Edit Element	COMMAND + K		

Stripboard Window

Menu item name	Shortcut Key	
Insort Daybroak	CTRL+, /	
Insert Daybreak	COMMAND + ,	
Insert Banner	CTRL + B /	
	COMMAND + B	
Cut Strips	CTRL + X /	
	COMMAND + X	
Paste Strips	CTRL + V /	
	COMMAND + V	
Sort	CTRL + T /	
	COMMAND + T	
Show Stripboard Window	CTRL + U /	
	COMMAND + U	
Go To First Strip	CTRL + 1 /	
	COMMAND + 1	
Go To Last Strip	CTRL + 4	
	/COMMAND + 4	
Go to Beginning of Scheduled	CTRL + 5 /	
	COMMAND + 5	
Go to Beginning of	CTRL + 6 /	

Unscheduled	COMMAND + 6
Drovieve Strip Design	CTRL + 7 /
Previous Strip Design	COMMAND + 7
Novt Strip Dosign	CTRL + 8 /
Next Strip Design	COMMAND + 8
Brovious Striphoard	CTRL + 9 /
Previous Stripboard	COMMAND + 9
Novt Striphoard	CTRL + 0 /
Next Stripboard	COMMAND + 0
Previous Calendar	CTRL + 2 /
Flevious Calendar	COMMAND + 2
Next Calendar	CTRL + 3 /
	COMMAND + 3

Calendar Manager Window

Menu item name	Shortcut Key
New Calendar	CTRL + B /
New Calendar	COMMAND + B
Edit Calendar	CTRL + K /
Edit Calendar	COMMAND + K

NOTE: The Movie Magic Scheduling 5 **Quick Tips Card** contains a list of all Shortcut Keys. One Quick Tips Card is included with each boxed Movie Magic Scheduling 5 program. A printable Quick Tips Card in PDF format is also downloadable from www.ep.com at no charge.

Section 4: Starting a New Schedule

Begin the scheduling process by creating a new schedule. Use a template or open an existing schedule. Once created and saved, all schedules can be easily accessed.

Creating a New Schedule from a Template

Movie Magic Scheduling 5 offers the ability to create a schedule from a template.

1. Go to the File menu and select New Schedule from Template.

Select an MMS	i Template File				×
Look in:	🚞 Templates		•	۵	
Ny Recert Documents Desitop My Documents My Computer	Default Temp	skte			
	File name:			0	pen
My Network Places	Files of type:	MMS Template files (*.mst,*.mmst,*.epst)		▼ Ca	ncel



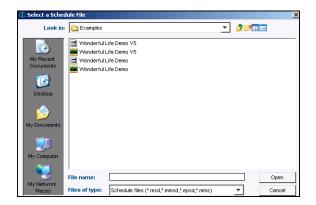
- 2. Select a schedule **Template**.
- 3. Click Open.

A new schedule will be created that has the same Category, Strip Color Settings, Strip and Report Design as the template.

Opening a Pre-Existing Schedule

To open a schedule that has already been created:

1. Go to File and select Open Schedule.



- 2. Select the needed schedule.
- 3. Click Open.

Opening a Recent Schedule

Movie Magic Scheduling 5 retains up to four of the most recently opened schedules in an accessible list.

1. Go to File and select Recent Schedules.

Movie Magic Scheduling 5		
File Edit Breakdown Schedule	Design Action	ns Window Help
🛸 New Schedule From Template	Ctrl+N	
🛐 Open Schedule	Ctrl+O	Board Elements Calendar Close All Help
W Close Schedule	Ctrl+Shift+VV	
Save Save	Ctrl+S	
Save As		
🛸 Save As Template		
Revert		
Import		
Export		
Print/View	Ctrl+P	
Recent Schedules	•	C:\MMData\MM Scheduling\Examples\Wonderful Life Demo V5.msd
Exit	Alt+F4	

A list of up to the last four schedules will appear.

2. Select the schedule needed.

The schedule will open immediately.



NOTE: Only one schedule can be open at a time. If a schedule is already open, a dialogue box will open and ask if the current schedule needs to be saved before a new one is opened. Click **Yes** to save the current schedule and to open the new schedule.

Save	×
?	Do you want to save new schedule untitled1.msd?
	Yes No Cancel

Closing a Schedule

 Go to File and select Close Schedule (CTRL + Shift + W / COMMAND + Shift + W).

Save	X
2	Do you want to save the changes made to Wonderful Life Demo V5.msd?
	Yes No Cancel

A dialogue box will open prompting to save the schedule before closing.

- Yes: Saves all changes to the schedule since the last Save or AutoSave occurred
- No: Closes the schedule without saving changes to the schedule since the last **Save** or **AutoSave** occurred
- **Cancel**: Halts the Close Schedule action allowing work to be resumed on the active schedule

Section 5: Saving

A key feature of Movie Magic Scheduling 5 is **Auto Save Reminder** (see **Chapter 2: Schedule Setup**), which sets automatic reminders to save a schedule at regular intervals. However, it is advisable to conduct a manual save immediately after making important changes.

Save

1. From the **File** menu, select **Save** (CTRL + S / Mac: COMMAND + S) The active schedule will be saved immediately.

Save As

Save As allows a copy of the current schedule to be saved under a different name.

1. Go to File and select Save As.

Tip: Saving a schedule (file) with a different name is a good way to create a backup schedule.



Saving as a Template

After creating a schedule, its format can be used as a template for a new schedule.

- 1. Go to the File menu and select **Save As Template**.
- 2. Type a name for the new Template in the space provided.
- 3. Click Save.

🕕 Save As Temp	ate		X
Save in:	🛅 Templates	<u> </u>	
My Recent Documents Desitop My Documents My Computer			
. 🧐	File name:	Wonderful Life Demo.mst	Save
My Network Places	Files of type:	MMS Template files (mst)	Cancel

NOTE: The schedule used to create the new template at this point will still be active. Remember to save and close this schedule to begin a new schedule from the template.

The new template is available immediately for use.

Revert

If unwanted changes were made to the schedule, use the **Revert** feature to change the schedule back to the state it was in when the last save was conducted.

1. Go to File and select Revert.

File	Edit	Breakdown	Schedule	Design	Action
5	🐊 Ne	w Schedule Fr	om Template	e Ctrl+N	
	髯 Op	en Schedule		Ctrl+O	
1	送 Clo	se Schedule		Ctrl+Sh	ift+VV
1	👌 Sa	ve		Ctrl+S	
	Sa	ve As			
Ę	🐴 Sar	ve As Template	е		
6	🔥 Re	vert			
	Imp	ort			
	Exp	oort			
- A	≽ Prir	nt∕View		Ctrl+P	
	Re	cent Schedule:	s		•
	E×Ì	t		Alt+F4	

The current window will close and the schedule will revert back to what it was when it was last saved.



Chapter 2: Schedule Setup

Section 1: Application Preferences

Application Preferences are preferences that apply to the Movie Magic Scheduling 5 application as a whole, regardless of which schedule is open.

Access Application Preferences

- 1. Go to **Edit** and select **Preferences**. On a Mac it is located under the MM Scheduling menu item (CTRL+; / Mac: COMMAND + ;).
- 2. Click on the Application Preferences tab.

Application Preferences	Schedule Preferences
Security Enable Security Password Confirm Password	Breakdown Sheet Preferences Sheet Numbering : Automatic y Time Displayed With : Colon y Hide Element Board IDs in Breakdown Sheet Window Ø do New Elements to Breakdown Sheet Element Linking Preferences Insert Linked Elements : Automatically y Remove Linked Elements : Automatically state

Auto Save Reminder Interval

This setting determines the time intervals of Auto Save Reminders (save prompts).

1. Click on the drop-down list to select time interval options.

Auto Save Reminder Interval (Minutes) :	15 💌
New Strip Position on Default StripBoard:	1 A
Element Name Not Recognized Action:	5 10 ent With Warning
Show Welcome Screen at Start up:	15
Customize Toolbar	30
Text Option: Show Text Labels -	60 💌
Icon Option: Show Large Icons V	

2. Select a time interval.

NOTE: The Auto Save Intervals are divided into selected minute increments. For example, **5** represents five minutes and **15** represents 15 minutes.

3. Click OK.



An Auto Save notification will display at the specified time interval after the last time a manual save was conducted. Click **Yes** to save at that time and **No** to save at another time.

Auto Sav	ze X
?	More than 1 minute have passed since changes have been saved to your schedule. Would you like to save changes to your schedule nov?
	Yes No

Deactivating AutoSave

The Auto Save feature can be disabled.

- 1. Display the drop-down menu of time interval options.
- 2. Select **Inactive** at the top of the menu.

The Auto Save feature will be disabled immediately.

NOTE: Remember to periodically save an entire schedule to prevent accidental data loss.

New Stripboard Defaults

This feature establishes where newly created strips will appear in the Scheduled or Boneyard (unscheduled) areas.

New Strip Position

These options determine the placement of newly created strips. Select from the dropdown menu of strip placement options:

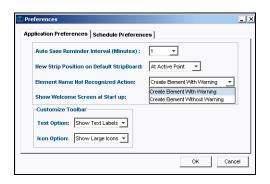
• At Active Point: Newly created strips will be automatically added underneath the highlighted strip.

NOTE: If the highlighted strip is in the Boneyard, the newly created strips will appear in the Boneyard after that highlighted strip.

- End of Scheduled Area: Newly created strips are placed automatically at the end of the Scheduled Area of the Stripboard.
- End of Boneyard: Newly created strips are automatically placed at the end of the Boneyard.

Element Name Not Recognized Action

The Element Name Not Recognized Action specifies whether unrecognized Elements will be created with or without an audio warning.



Section 2: Setting Schedule Preferences

Schedule Preferences are saved to each individual schedule. This is opposed to Application Preferences, which are independent of which schedule is open. Select the Schedule Preferences tab at the top of the Preferences window.

Application Preferences	Schedule Preferences
Security Security Password Confirm Password	Breakdown Sheet Preferences Sheet Numbering : Automatic Time Displayed With : Colon T F Hide Element Board IDs in Breakdown Sheet Window F Add New Elements to Breakdown Sheet F Goto Next Breakdown Sheet Element Linking Preferences
	Insert Linked Elements : Automatically Remove Linked Elements : After Confirmation OK Cancel

Sheet Numbering Mode

Movie Magic Scheduling 5 has the option to use either automatic or manual Breakdown Sheet numbering.

1. Click to select the preferred numbering option from the drop-down menu.

Preferences	
Application Preferences	Schedule Preferences
Security Enable Security Password Confirm Password	Breakdown Sheet Preferences Sheet Numbering : Automatic ▼ Time Displayed With : Automatic Menual ✓ Hide Element Board IDs in Breakdown Sheet Window ✓ Add New Elements to Breakdown Sheet ✓ Goto Next Breakdown Sheet Creates Sheet

2. Click OK.

Display Time

Choose whether to display estimated time using a colon or decimal on the screen and in reports.

1. Click and select to display time with a colon or decimal.



2. Click OK.

Security

This option controls the password security option. The security feature is activated when this option is selected.

- 1. Click to check the **Enable Security** option.
- 2. Type a password into the Password field.
- 3. Retype the password in the **Confirm Password** field.
- 4. Click **OK**.



A prompt will appear to enter the assigned password the next time the current schedule is accessed.

Breakdown Sheet Preferences



Hide Element Board IDs in Breakdown Sheet Window

Select to hide each Element Board ID while in the Breakdown Sheet window.

Add New Elements to Breakdown Sheet

Select to add any newly entered Element into the current Breakdown Sheet.

Goto Next Breakdown Sheet Creates Sheet

While on the final existing sheet of a schedule, select to automatically add a new/blank Breakdown Sheet by clicking on the **Goto Next** navigation button.



Section 3: Element-Linking Preferences

Movie Magic Scheduling 5 allows several options for inserting or removing Linked Elements to and from Breakdown Sheets: Automatically, After Confirmation or select Never to disable the ability to add or remove a Linked Element.

Insert Linked Elements

Click and select **Automatically** – Linked Elements will be added automatically to a Breakdown Sheet Category.

Click and select **After Confirmation** – When an Element is added to a Breakdown Sheet Category, a window will appear asking which Linked Element is to be inserted.

Click and select **Never** – When an Element is added to a Breakdown Sheet Category, Linked Elements will not be added.

Removed Linked Elements

Click and select **Automatically** – Linked Elements will be removed automatically from a Breakdown Sheet Category.

Click and select **After Confirmation** – When an Element is chosen to be removed from a Breakdown Sheet Category, a window will appear so that an Element can be selected.

Click and select **Never** – If an Element is removed from a Breakdown Sheet Category, any Linked Elements will not be removed.



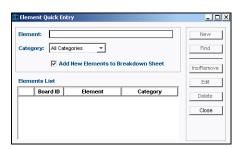
Chapter 3: Element Quick Entry

Element Quick Entry is a tool that allows the quick creation of new Elements and makes it easier to add/remove them on the Breakdown Sheet. With the Element Quick Entry tool, information is entered only once to be available for the rest of the schedule.

Section 1: Opening Quick Entry

Two Methods:

- Go to Breakdown and select Element Quick Entry (CTRL + E / Mac: COMMAND + E).
- Click on the Element Quick Entry icon (Windows only).



The Element Quick Entry window will immediately open.

The Element Quick Entry window comprises:

- Element Entry Field and Category List
- Elements List
- Action Buttons

Element I			
Field	Catego	ory List	
🍿 Element Quick Ent	ry		- - ×
Element: Category: All Cate	gories 💽	Breakdown Sheet 🗲	Add New Element
Board ID	Element	Category	Delete
			Close

Find or Create new Elements by typing into the Element Entry field.

Indicate the Category an Element is to be part of by selecting from the **Category** list drop-down menu of options.



Tip: Jump to the needed Category by typing or striking the letter that the Category name begins with (e.g., type **P** to switch to the **Props** Category).

Element:			New
Category:	All Categories	•	Find
	All Categories	A	
	Cast Members	s to Breakdown Sheet	Ins/Remove
	Background Actors		
Elements L	Stunts		Edit
Boa	Vehicles	Category	
	Props		Delete
	Camera	_	01
	Special Effects	*	Close

Automatically add newly created Elements to the current Breakdown Sheet by selecting the **Add New Elements to Breakdown Sheet** option.

The entire list of existing Elements for the schedule is listed in the **Elements** list. Newly created Elements will immediately appear in the Elements list.

	Board ID	Element	
\checkmark	1	George	-
	2	Mary	_
	3	Harry	
	4	Uncle Billy	
	5	Mr. Potter	
1	6	Mr. Gower	
	7	Ernie	

Elements that are part of the current Breakdown Sheet are noted by a green checkmark.

The **Action Buttons** provide an alternate method to performing Element Quick Entry functions, such as creating, finding, or deleting an Element.

New	1
Find]
Ins/Remove	1
Edit	1
Delete	1
Close	1

Tip: When deleting more than one Element, hold down the **CTRL** (COMMAND) key to select multiple Elements.

Insert/Remove Button

The Insert Button and the Remove Button is the same button.

Selecting a checked element on the Element List will activate the **Remove** button, allowing the Element from the current Breakdown Sheet to be removed.



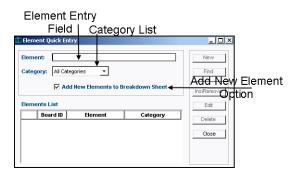
Add New Elements to Breakdown Sheet Elements List Board ID Element Coorge Amary Amary Aucle Billy	Elem Cate	ent:		New Find					
Board ID Element 1 George A 2 Mary Close 3 Harry Close 4 Uncle Billy Close	Hem		Add New Elements to Breakdown Sheet						
I George 2 Mary 3 Harry 4 Uncle Billy									
2 Mary Close 3 Harry 4 Uncle Billy	_	Board ID	Element	T					
3 Harry 4 Uncle Billy	v	1			Delete				
	V	1	George	4					
6 Mr. Dallar	V	1	George Mary	-					
5 INF. POLLER	V	1 2 3	George Mary Harry						
	✓ ✓	1 2 3	George Mary Harry						

Selecting an unchecked Element will activate the **Insert** Button, allowing Elements to be inserted into the current Breakdown Sheet.

Elem	ent:		New
Cate	gory: Cast	t Members 💌	Find
		Add New Elements to Breakdown Sheet	Insert
Elem	ents List		Edit
Elem	ents List Board ID	Element	
Elem		Element George	Edit Inse
Elem			Delete
Elem		George	
Elem	Board ID 1 2	George Annual An	Delete
Elem	Board ID 1 2 3	George Adams	Delete
Elem	Board ID 1 2 3 4	George Arry Harry Uncle Billy	Delete

Section 2: Creating New Elements with Element Quick Entry

To create new Elements using the Element Quick Entry tool, do the following:



1. Type the name of the new Element into the **Element Entry** field.

NOTE: The **New** action button will become active the moment something is typed into the Element Entry field. It will not be active if "All Categories" is selected in the Category drop-down menu because an Element cannot be added to all the Categories at once.

- 2. Select the Category the new Elements is to be a part of.
- 3. Click on the **New** action button.

The newly created Element will immediately become part of the Element list.



Insert New Elements to Breakdown Sheet

The Element Quick Entry window can be set to immediately insert newly created Elements into the Breakdown Sheet as a default or each new Element can be individually inserted.

Default to Insert

Select (check) the **Add New Elements to Breakdown Sheet** option, located directly beneath the **Category** field. With this option selected, each newly created Element will be automatically inserted into the current Breakdown Sheet.

Insert Individually

If the "Add New Elements to Breakdown Sheet" checkbox is left unchecked, new Elements will be added to the list, but not to the Breakdown Sheet. Elements that are part of the current Breakdown Sheet are denoted by a check mark. To insert an Element manually, do the following:

Two Methods:

- 1. Type the new Element in the Element Entry Field.
- 2. Click the **New** button to add the new Element into the Element list and remain highlighted.
- 3. Click the Insert button insert the Element into the Breakdown Sheet.

Or

- 1. Type the new Element in the Element Entry Field followed by a semicolon (;).
- 2. Click the **New** button.

The new Elements will be created immediately and listed in the Category.

Insert Existing Elements to a Breakdown Sheet

Three Methods:

- 1. From **Element Quick Entry**, select from the Element list the Element to be inserted.
- 2. Click on the **Insert** button.

Or

1. From **Element Quick Entry**, double-click on the Element to be inserted from the Element list.

Or

1. From **Element Quick Entry**, select from the Element list the Element to be inserted and press the space bar.

Section 3: Direct Insert of Elements at the Breakdown Sheet – Keyboard Method

Keystroke users in Movie Magic Scheduling 5 have the option of adding new and existing Elements to a Breakdown Sheet without leaving the keyboard.

Directly Insert a New Element into a Breakdown Sheet

- 1. Use the Tab key to access the Elements section of the Breakdown Sheet.
- 2. Use the arrow keys to navigate to the Category where the new Element is to be inserted.

lements						
Cast Members						
3. Harry						
4. Uncle Billy						
6. Mr. Gower						

The selected Category will be highlighted and outlined.

3. Hold down the Ctrl Key + I (Mac: COMMAND + I).



A blank row will be inserted directly underneath the Category name.

- 4. In the blank row, type the name of the new Element.
- 5. Type a **semicolon** (;) at the end of a new Element name.



6. Hit the Enter key.



The new Element will be added at the end of the list of Elements for the Category. Press the **ESC** key to exit the field.

Insert a New Element in a Specific Position

- 1. Select the Category using the **Tab** key.
- 2. Arrow down to the position where the new Element is to be inserted.
- 3. Hold down the Ctrl Key + I (Mac: COMMAND + I).

Vehicle	8	
Props		
	Ernie's Cab 🔺	
	George's Rickety Car	
	Sam's Black Town Car	
.	Bert's Police Car	
Came Speci:	Martini's Rickety Truck	
Wardi	Steam Engine Train 👘	1
Make	Bailey's Car	
Anima	Period Cars 🛛 👻	1

A blank row will be inserted.

- 4. In the blank row, type the name of the new Element.
- 5. Type a **semicolon** (;) at the end of the new Element name.



6. Hit the Enter key.



The new Element will be inserted in the selected position. Press the **ESC** key to exit the field.

Directly Insert an Existing Element into a Breakdown Sheet

1. Select the Category using the **Tab** key.

The selected Category will be highlighted and outlined.



2. Hold down the Ctrl Key + I (Mac: COMMAND + I).

A blank row will be inserted directly underneath the Category name.

3. Type the first letter of the existing Element to be inserted.



A drop-down menu of all Elements beginning with the letter will appear. Arrow down the drop-down menu to the Element to be inserted.

4. Hit the Enter key.



The Element will be added to the list of Elements for the Category.

Tip: After inserting a blank row, clicking on the down arrow will reveal all Elements for the Category. Proceed by selecting an Element. Also, for reference, this option can be used to show all Elements for the Category instead of accessing the Element Manager. Arrow down to review the Elements. Hit the **Esc** key when finished.

NOTE: After directly inserting an Element, a blank row will still exist as so that an additional Element can be inserted. Repeat the process to add other Elements as desired. Once finished, click on the **Esc** key to remove the blank row.

Chapter 4: Element Manager

The Element Manager offers a convenient method to view, edit and manage the Elements in a production schedule. Each Element is listed with its Board ID, Name, and Number of Occurrences in the schedule.

Section 1: Access the Element Manager

1. Go to Breakdown and select Element Manager.

🕕 Element Manager															×
💭 📽 😻 🧭 🔖 🗞 🌾 Sort By: Board D 🔽 🔺 🤝															
💭 Cast Members (60) 🔺	Bo 🔺	Locked	Eleme	Occur	Start	Finish	Total	Co. Tr	Work	Hold	Holiday	Travel	Rehea	Fitting	Г
📡 Background Actors 🔤	1		George	103	06/17/2	07/30/2	31		31					1	*
📡 Stunts (9)	2		Mary	35	06/20/2	07/29/2	17		17						
📡 Vehicles (13)	3		Harry	13	06/17/2	07/29/2	6		6						
📡 Props (99)	4		Uncle B	24	06/17/2	07/29/2	14		14						
📡 Camera (0)	5		Mr. Potter	11	06/19/2	07/21/2	6		6			1			
Special Effects (11)	6		Mr. Go	8	06/17/2	07/25/2	7		7			1			
Wardrobe (23)	7		Ernie	15	06/20/2	07/25/2	9		9						
📡 Makeup/Hair (2)	8		Bert	9	06/19/2	07/23/2	6		6						
📡 Animals (0)	9		Joe	1											
	10		Clarence	10	06/23/2	07/28/2	10		10						
	11		Violet	10	06/26/2	07/30/2	8		8						
📡 Sound (11)	12	Г	Ma Bailey	8	06/17/2	07/22/2	5		5						
🕥 Art Department (0)	13	Г	Mrs. Ha	6	07/02/2	07/29/2	5		5						_
📡 Set Dressing (45)	14	Π	Mr. Mar	4	07/07/2	07/23/2	4		4						
🕥 Greenery (2)	15	Г	Cousin	12	06/30/2	07/16/2	6		6						
📡 Special Equipment (16	Π	Annie	3	07/07/2	07/17/2	2		2						
	17	Г	Peter B	6	06/19/2	07/04/2	4		4						
	18		Cousin	13	06/30/2	07/17/2	7		7						
📡 Visual Effects (4)	19	Π	Ruth	4	06/30/2	07/29/2	2		2						
🕥 Mechanical Effects (20	Ē	Pete Ba	3	06/30/2	07/24/2	3		3						
🕥 Miscellaneous (0)	21	-	Goon	10	06/19/2	07/21/2	5		5						
🕥 Notes (4)	22	Π	Carter	3	06/30/2	07/11/2	3		3						
				-			-		-		1		1		1000

The Category list is located on the left side of the Element Manager. It is divided into two sections: Categories and Built-In Categories.

ሯ Categories 룾 🗕
— 💭 Cast Members (60)
— 问 Stunts (9)
——————————————————————————————————————
— 💭 Camera (0)
— 问 Wardrobe (23)
— 问 Makeup/Hair (2)
— 问 Animals (0)
— 💭 Animal Wrangler (0)
— 问 Music (1)
— 问 Art Department (0)
— 📡 Security (0)
— 问 Mechanical Effects (4)
— 问 Miscellaneous (0)
🚧 Built-In Categories 🗲
: \

Click on a Category name to access that Category. All existing elements in the selected Category will be listed.

The Element Manager window contains the following sections:

• **Board ID**: The numerical Board ID assigned to an Element



- Locked: Prevents an Element from being renumbered by the Renumber action; it will retain its current ID and all other Elements will be numbered around it
- Element Name: The name of the Element
- Occurrences: Shows the number of times the Element appears on the Schedule
- Start Date: The date of the first time the Element appears on the schedule
- Finish Date: The date of the last time the Element appears on the schedule
- **Total Days**: Data that shows the number of days the Element appears on the schedule
- **Company Travel**: Shows the number of days designated for Company Travel
- Work: Shows the number of Work Days
- Hold: Shows the number of Hold Days
- Holiday: Shows the number of Holidays
- Travel: Shows the number of days for individual Travel
- Rehearsal: Shows the number of Rehearsal Days
- Fitting: Shows the number of days designated for wardrobe Fittings

Section 2: Edit Element Window

The Edit Element window provides access to a variety of functions, such as:

- Specifying Day Out of Days preferences
- Element usage tracking
- Storing customized Element property data, such as Actor and Agent contact information

Access Edit Element Window

Four methods:

From Breakdown Sheet:

• Double-click on the **Element** listing.

From Element Manager:

• Double-click on the **Element** listing.



Or

• Right-click (Mac: CTRL + click) on the Element listing and select Edit Element.

From Element Quick Entry:

- 1. Select **Element** listing.
- 2. Click on the **Edit** button.

🕕 Edit Element:	Cast Members: Zuzu Bailey	×
Board ID	e Zuzu Balley 23 CLock ID rom Stripboard	
Day Out of Da	old Days	
-Usage Total Occurr	, and the second s	
Active Scher Element Pro	dule Start: 06/17/2008 Finish: 07/30/2008 Total Days: 4	*
Address Phone Agent Agent Ph		
Rate Per		¥
	OK C	ancel

The Edit Element window will open.

The window contains the following sections:

Element Identification

- **Element Name**: The Element's Name field is the only field that must be present in all Element information windows.
- **Board ID**: Used to identify, locate, and place Elements on lists, the Board ID is usually a number assigned in order of appearance in the schedule. It is not a requirement that Board ID be a number.
- Lock ID: Select this option to allow Elements to retain the assigned Board IDs in the event of a Board ID renumber.
- **Exclude from Stripboard**: Select this option to exclude an Element from appearing on a vertical Stripboard ID table.

Day Out of Days



- Allow Hold Days: An Element's Allow Day Out of Days Hold Days indicates whether Hold Days should be indicated on the Day Out of Days report for that Element.
- Allow Drop/Pickup Days: An Element's Allow Day Out of Days Drop/Pickup Days indicates whether Drop/Pickup Day pairs should be indicated on the Day Out of Days report for the Element.
- Minimum Days Allowed Between Drop/Pickup: An Element's Day Out of Days Minimum Days Allowed Between Drop/Pickup specifies the minimum number of days that should be allowed between Element Drop and Pickup days.

Usage

- **Total Occurrences**: Total Occurrences Indicates the total number of Breakdown Sheets on which the Element is referenced within the schedule. The number includes references from any Breakdown Sheet in the schedule, regardless of whether or not the Breakdown Sheet is scheduled on any Stripboard.
- **Red Flag Occurrences**: Indicates the total number of Red Flag Occurrences attached to the particular Element.
- Active Schedule Start: Indicates the first/earliest date that a Breakdown Sheet referencing the Element is scheduled on the active Stripboard. If no Breakdown Sheets reference the Element, this field is inactive.
- Active Schedule Finish: Indicates the last/latest date that a Breakdown Sheet referencing the Element is scheduled on the active Stripboard; if no breakdown sheets reference the Element, this field is inactive.
- **Total Days**: Indicates the total number of Scheduled Days on the active Stripboard with Breakdown Sheets that reference this Element; if no Breakdown Sheets reference the Element, this field is inactive.

Element Properties

This section is defined in the Edit Category window. The default fields may be used or a new filed can be created by accessing the Edit Category window. Often, these fields are used for cast addresses.

Section 3: Creating New Elements from Element Manager

- 1. Click on the Category where the new Element is to be located.
- 2. Click on the **New** icon.



🐌 Element Manager		
🖸 🖾 🖾 🚫 🚫 🍥	۵	
🗊 New Element: ¥ehicles: New Element		×
Element Name New Element		
Exclude From Stripboard		
Day Out of Days		
Allow Drop/Pickup Days Min. Days Between D	rop/Pickup:	
Usage Total Occurrences: 0 Red Flag Occurrences: 0		
Active Schedule Start: Finish: Total Days:		
Element Properties		
Notes		
	ок	Cancel

A New Element window will open.

- 3. Type the name of the new Element in the **Element Name** field.
- 4. Enter a Board ID (Cast ID) number. If a Board ID is not entered, the new Element will appear at the end of the current list of Elements within the selected Category.
- 5. Complete the rest of the fields (optional).
- 6. Click OK.

The New Element will be added immediately to the list.

Duplicating Elements

- 1. Select the Element to be duplicated.
- 2. Click on the **Duplicate** icon.



The Edit Element window for that Element Duplicate will open. The Element Name and ID number can be changed at this time.



Edit Element: Vehicles: Copy of Steam Engine Train	×
Element Name Copy of Steam Engine Train	
Board ID 🗌 Lock ID	
Exclude From Stripboard	
Day Out of Days	
Allow Drop/Pickup Days Min. Days Between Drop/Pickup:	
Usage	
Total Occurrences: 0 Red Flag Occurrences: 0	
Active Schedule Start: Finish: Total Days:	
Element Properties	
Notes	
OK Can	el :

3. Click OK. The Element Duplicate will be added immediately to the Element list.

Deleting Elements

- 1. Select the Element to be deleted.
- 2. Click on the **Delete** icon.

Element Manager

A Delete Element confirmation message will be displayed.

Element	Manager 🔀
?	Do you really want to delete the selected element(s)?
	Yes No

3. Click **Yes** to complete the deletion.

Section 4: Sorting in Element Manager

1. Go to the **Sort By** drop-down menu.

s	ort By :	Board ID	*
_		Manual	•
·	Start .	Board ID	
		Locked	
	06/17/.	Element Name	
	07/07/.	Occurrence	1
		Start Date	
		Finish Date	
	07/07/.	Total Days	-

- 2. Click on the downward pointing arrow to reveal the drop-down menu of **Sort** options.
 - Manual
 - Board ID
 - Locked



- Element Name
- Occurrence
- Start Date
- Finish Date
- Total Days
- Company Travel
- Work
- Hold
- Holiday
- Travel
- Rehearsal
- Fitting
- 3. Select an option to sort the Element list.

The **Element Manager** will display the new Sort order immediately.

Tip: Sorts can also be performed by clicking on the column headings in **Element Manager**.

Manual Sort

Move each Element into place by using the upward facing and downward facing arrow buttons. These arrows become active only when **Manual** sort is selected.

- 1. Select the Element to be moved.
- 2. Click on either the upward or downward facing arrow button until the Element is in the correct position/order.

Sort By : Manual 🗾 🔺 💙

Renumbering Elements

1. Click on the **Renumber** icon.

it Element Manager	
Renumber Board IDs	X
	OK Cancel

The Renumber Board IDs window will open.

- 2. Select a Renumber preference:
 - Select All Elements to renumber the entire Element list.



- Select Selected Elements to renumber specific Elements.
- 3. Enter the Starting Number the newly renumbered list will begin with.

For example, if **223** is entered, the first Element will be numbered **223**, the next entry will be numbered **224**, the one following will be **225**, etc.

4. Click OK.

The Element list will be renumbered immediately.

Merging Elements

1. Select the Elements to be merged. More than one Element must be selected.

NOTE: To select multiple Elements, hold down the **CTRL** key (Mac: COMMAND) while selecting Elements with the cursor.



2. Click on the Merge Elements icon.



The Merge Elements window will open. The Elements selected to merge will be listed in the drop-down menu.

Merge Eleme	nts	×
Please cho	oose an eleme	nt to maintain.
Stunt Car		*
Joranti Gan		
	OK	Cancel

- 3. Select the Element Name that will be kept, and merge the other Elements.
- 4. Click OK.

Section 5: Moving in Element Manager

Moving Elements

1. Select the Elements to be moved.

NOTE: To select multiple Elements, hold down the **CTRL** key (Mac: COMMAND) while selecting Elements with the cursor.





2. Click on the Move Elements icon.



The Move Elements window will open. It will display the next available Category that the Element(s) can be moved to. Select either a **User Defined Category** or a **Built-In Category**.

Move To		
User Defined Category	Cast Members	_
C Built-In Category	Script Day	~

- 3. Select the Category where the Element is to be moved by clicking the drop-down menu arrow.
- 4. Click **OK**.

Element	Move 🔀
?	Are you sure you want to move the selected element(s) to the category "Cast Members"? All element properties will be discarded.
	Yes No

NOTE: A warning message window will open, asking to confirm the move. When moving Elements from one Category to another, the defaults for the new Category will be applied automatically to the Element after it has been moved. All current Element properties will be discarded.

Moving Elements in the Edit Element Window

Elements can be moved in the Edit Element window by typing in the new Category before the name in the Element Name field. Include a colon after the Category name and click **OK** to complete the move.



Linking Elements

Click on the Element Linking icon.



This action immediately brings up the Element Linking Manager.



Element	Linking Manager						
	Category	Cast Members	•		Category: Cast	Members 💌	
	Element:	Cousin Tilly	<u> </u>		Element: Cous	sin Tilly 🗾	
	Create A	nchor Delete	Anchor		Add Element	Remove Element	
Anchors I	List			Linked Ele	ments List		
Active	Anchor Name	Element	Category	Board ID	Element	Category	

For further information about creating Anchor Elements, go to **Chapter 6: Breakdown Sheet**.

Adding Red Flags

Click on the Red Flag icon.



This action will bring up the Red Flag Entry Table.

Select:		2. Sele	ect Date c	r Range					3. Select Flag:
Cast Members	•			Sept	embe	er 200)9		Misc. Fitting - DOOD
Cousin Tilly	<u> </u>			-		-			Rehearsal - DOOD
larence		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Travel - DOOD
harlie				1	2	3	4	5	Unavailable
ousin Eustac									Camera Test
ane Wainwrig	ght —	6	7	8	9	10	11	12	
arter									
urse		13	14	15	16	17	18	19	
iolet									
andall rnie		20	21	22	23	24	25	26	L
rnie Suitor #1							_	_	Enter Note:
luitor#i 1rs.Hatch		27	28	29	30				
irs. Hateri							1		
Sector Charles									1 1
Frumpy Old Ma	an								
ollkeeper	an								Ac
	an 💌	Calend	lar View	Rec	i Flags Or	ły			
olkeeper	an Vise: 5 (0 Flags Sele:		dar View	Rec	i Flags Or	ly			
olkeeper	<u>~</u>		dar View Elemer		_	ily Tag Nam	10	<u>·</u>	
ollkeeper Joon Red Flags In	ulse: 5 (O Flags Sele				_		ne]
olikeeper Soon Red Flags In Date A	ulse: 5 (O Flags Sele		Elemer		_ F	lag Nan	ne	2nd unit r	Note
olikeeper Goon Red Flags In Date A 06/18/2008	ulse: 5 (0 Flags Seler Category	cted)	Elemer		Misc.	lag Nam DOOD	ne	2nd unit r Traveling	Note not available all day
Olikeeper Goon Red Flags In Date 06/18/2008 06/27/2008	• Use: 5 (0 Flags Sele Category Cast Members	cted) Mr. Pot	Elemer ter wer		Misc. Travel -	Tag Nam DOOD DOOD ible	ne	2nd unit r Traveling Traveling Stage 2 to	Note not available all day to Teronto

For further information about creating Red Flags, please go to Chapter 8.



Chapter 5: Category Manager

In the Category Manager, there are a wide range of options for editing and defining the settings for Categories.

Go to Design and select Category Manager.

Category Hame Cast Members (59) Background Actors (41) Sturts (10) Vehicles (10) Vehicles (10) Vehicles (10) Special Effects (11) Vardrobe (23) Makeup/Hair (2) Animal Wrangler (0) Animal Wrangler (0) Music (1) Sound (1) Ard Department (0) Set Dressing (45) Greenery (2) Special Equipment (0)
Cast Members (59) Background Actors (41) Stunts (10) Vehicles (10) Yopps (99) Camera (0) Special Effects (11) Wardrobe (23) MakeupAHair (2) Animals (0) Animals (0) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Background Actors (41) Sturts (10) Vehicles (10) Props (99) Camera (0) Special Effects (11) Markorbe (23) Makeup/Hair (2) Animals (0) Animals (0) Sound (11) Ard Department (0) Set Dressing (45) Sreenery (2)
Sturts (10) Vehicles (10) Yerbicles (10) Special Effects (11) Xvardrobe (23) dakeupArlair (2) Animals (0) Animal Wrangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Vehicles (10) Props (99) Samera (0) Special Effects (11) Mardrobe (23) Makeup/Hair (2) Animal Wrangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Sreenery (2)
Props (99) Camera (0) Special Effects (11) Mardrobe (23) Makeup/Hair (2) Animals (0) Animals (0) Sound (1) Ard Department (0) Set Dressing (45) Sreenery (2)
Camera (0) Special Effects (11) Wardrobe (23) MakeupArlair (2) Animals (0) Animals (0) Animals (0) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Special Effects (11) Wardrobe (23) Wardrobe (23) MakeupAHair (2) Animals (0) Animal Whangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Wardrobe (23) MakeupHair (2) Animals (0) Animals (0) Sound (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Makeup/Hair (2) Animals (0) Animal Whangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Sreenery (2)
Animals (0) Animal VVrangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Animal Wrangler (0) Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Sound (11) Art Department (0) Set Dressing (45) Greenery (2)
Art Department (0) Set Dressing (45) Greenery (2)
Set Dressing (45) Greenery (2)
Greenery (2)
Special Equipment (0)
Security (0)
Additional Labor (0)
visual Effects (4)
Mechanical Effects (4)
vliscellaneous (0)
Notes (4)

The Category Manager lists all the Categories that have been created in the active schedule. The Manager allows for the adding, modifying, duplicating, or deleting of Categories.

Section 1: Edit Category

Access the Edit Category Window

Three Methods:

- 1. Right-click (Mac: CTRL + click) on a Category.
- 2. Select **Edit** from the list of options.



Or

- 1. Select a Category.
- 2. Click on the Edit Category icon on the toolbar.

Category Name	Name:	Cast Members	
Cast Members (59) Background Actors (41)	Join Liements by	Locked	
Stunts (10)			
Vehicles (10)	Element Defaults	s	
Props (99)	🗖 Auto Assign	Board Ids	Apply to Existing Eleme
Camera (0)	Exclude from	Stripboard	Apply to Existing Eleme
Special Effects (11)		•	
Wardrobe (23)	Allow BOOD E	Drop/Pickup	Apply to Existing Eleme
Makeup/Hair (2)	Allow DOOD H	Hold Barrs	Apply to Existing Eleme
Animais (0)			- rippiy to caloting cieffic
	Min. Days Betwe	en Drop/Pickup:	Apply to Existing Eleme
Music (1)			
Music (1) Sound (11)	Min. Days Betwe Name Case:	en Drop/Pickup: Don't Change	
Music (1) Sound (11) Art Department (0)	Name Case:	Don't Change	
Music (1) Sound (11) Art Department (0) Set Dressing (45)		Don't Change	Apply to Existing Eleme Apply to Existing Eleme Apply to Existing Eleme
Music (1) Sound (1) Art Department (0) Set Dressing (45) Greenery (2)	Name Case: Element Propert	Don't Change	Apply to Existing Eleme
Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2) Special Equipment (0)	Name Case: Element Propert	Don't Change ties teeType	
Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2) Special Equipment (0) Special Security (0)	Name Case:	ties te Type Single-line Text	Apply to Existing Eleme
Music (1) Sound (11) Art Department (0) Set Dressing (45) Greenery (2) Special Equipment (0) Security (0) Additional Labor (0)	Name Case: Element Propert Full Name Address	ties tes Single-line Type Single-line Text Single-line Text	Apply to Existing Eleme
Music (1) Sound (1) Art Department (0) Set Dressing (45) Greenery (2) Spocial Equipment (0) Security (0) Additional Labor (0) Visual Effects (4)	Name Case: Element Propert Full Name Address Phone	Lies Lies Lies Single-line Text Single-line Text Single-line Text	Apply to Existing Eleme
Music (1) Sound (11) Ard Department (0) Set Dressing (45) Greenery (2) Special Equipment (0) Socurity (0) Additional Labor (0) Visual Effects (4) Mechanical Effects (4)	Name Case: Element Propert Full Name Address Phone Agent	ties ie Type Single-line Text Single-line Text Single-line Text Single-line Text	Apply to Existing Eleme
Arimal Wengler (0) Music (1) Sound (1) Ard Department (0) Set Dressing (45) Greenery (2) Special Equipment (0) Security (0) Additional Labor (0) Visual Effects (4) Miscelaneous (0) Notes (4)	Name Case: Element Propert Full Name Address Phone	Lies Lies Lies Single-line Text Single-line Text Single-line Text	Apply to Existing Eleme New Delete

Or

1. Double-click on the Category listing.

Edit Category: Background	i Actors			
	t Name _			
Element Defaults				
🔲 Auto Assign Board Ids		🗖 Appt	y to Existing Elem	
Exclude from Stripboar	rd	🗖 Appt	y to Existing Elem	
Allow DOOD Drop/Picku	ip	C Appt	Apply to Existing Eleme	
Allow DOOD Hold Days		C Appt		
Min. Days Between Drop/P	ickup:	C Appt	y to Existing Elem	
Name Case:	Don't Change 💌	🗖 Appt	y to Existing Elem	
Element Properties				
Name	Туре		New	
Pay	Single-line Text			
Pay1	Single-line Text		Delete	
Minimum	Single-line Text		Move Up	
			Move Down	
1				

The Edit Category window for that Category listing will open.

2. Modify the Category here.

The Edit Category window contains the following sections:

Category Identification

- **Name**: Enter the Category Name here.
- **Sort Elements By**: Select how the Elements within the Category are to be sorted; by Board ID, Name, Occurrences, or Manually.

Element Defaults



- **Exclude from Stripboard**: Select this option so as not to display the Category on a vertical Stripboard.
- Allow Day Out of Days Drop/Pickup: Select this option to allow Drop/Pickup days on the Day Out of Days report.
- Allow Day Out of Days Hold Days: Select this option to allow Hold Days on the Day Out of Days report.
- **Minimum Days Between Drop/Pickup**: Enter the minimum days wanted between Drop and Pickup Days.
- Apply to Existing Elements: Each Apply to Existing Elements checkbox corresponds to the Element Default option on the same line. Check this box for a selected or deselected Element Default option to apply to existing Elements in the Category.
- Name Case: When an Element is created, choose how the text will appear on screen and in reports. Click the down arrow and select either Don't Change (from the way an Element is created), Capitalize Words, or ALL CAPS.

Element Properties

The Element Property fields that are either selected or created here will appear in each Element's Information window within the Category. Although the field labels for each Category are uniform throughout all of the Elements within that Category, the content that is entered within the fields is unique to that Element.

Section 2: Creating New Categories

From the Category Manager:

1. Select the **New Category** icon from the Category Manager menu bar.

👬 Category Manager 💶	
\bigcirc \heartsuit \bigotimes \bigotimes	
New Category (CTRL+B)	
Cast Members (59)	
Background Actors (41)	
Stunts (10)	
Vehicles (10)	
Props (99)	
Camera (0)	
Special Effects (11)	
Wardrobe (23)	
Makeup/Hair (2)	
Animals (0)	
Animal Wrangler (0)	
Music (1)	
Sound (11)	
Art Department (0)	
Set Dressing (45)	
Greenery (2)	
Special Equipment (0)	
Security (0)	
Additional Labor (0)	
Visual Effects (4)	
Mechanical Effects (4)	
Miscellaneous (0)	
Notes (4)	

				_
Element Defaults Apply to Existing Elem Exclude from Stripboard Exclude from Stripboard Allow D00D Brop/Pickup Apply to Existing Elem Allow D00D Hold Days Apply to Existing Elem Min. Days Between Drop/Pickup: Dont Change Apply to Existing Elem Element Properties	Sort Elements Bic Element Name			
Auto Assign Board Ids Apply to Existing Elem Exclude from Stripboard Apply to Existing Elem Allow DOOD Drop.Pickup Allow DOOD Hold Days Allow DOOD Hold Days Apply to Existing Elem Man. Days Between Drop.Pickup: Dont Change Apply to Existing Elem Element Properties	Lieners by	-		
Exclude from Stripboard Apply to Existing Elem Allow 0000 Drop/Pickup Apply to Existing Elem Allow 0000 Hold Days Apply to Existing Elem Min. Days Between Drop/Pickup: Apply to Existing Elem Name Case: Dont Change Apply to Existing Elem Element Properties	Element Defaults			
Allow DOOD Drop/Pickup Apply to Existing Elem Aply to Existing Elem Min. Days Between Drop/Pickup: Apply to Existing Elem Name Case: Dont Change Apply to Existing Elem Element Properties	🗖 Auto Assign Board Ids		C Apply	to Existing Eleme
Allow DOOD Hold Days Apply to Existing Elem Min. Days Between Drop.Pickup: Apply to Existing Elem Name Case: Dont Change Apply to Existing Elem Element Properties	Exclude from Stripboard		C Apply	to Existing Eleme
Min. Days Between Drop.Pickup: Apply to Existing Elem Name Case: Don't Change Apply to Existing Elem Element Properties	Allow DOOD Drop/Pickup		🗖 Apply to Existing Eleme	
Name Case: Don't Change T Apply to Existing Elem	Allow DOOD Hold Days		Apply to Existing Eleme	
Element Properties	Min. Days Between Drop/Pickup:		C Apply	to Existing Eleme
	Name Case:	Don't Change 🛛 💌	Apply	to Existing Eleme
Name Type New	Element Properties			
	Name	Туре		New
Delete				Delete
Move Up				Move Up
Move Down				Move Down
OK Cancel	1			

A new Edit Category window will open.

- 2. Enter the new Category Name.
- 3. Complete the selections in the Edit Category window and click **OK** to save.

The newly created Category will appear immediately in the Breakdown Sheet and Category Manager.

Duplicating a Category

From the Category Manager:

- 1. Select the Category to be duplicated.
- 2. Click on the **Duplicate** icon, or right-click (Mac: CTRL + click) and select **Duplicate Category**.
- 3. The Edit Category window for the duplicate will display.
- 4. Make all the necessary **Element Default** selections.
- 5. Click **OK**.
- 6. The new Category duplicate will immediately appear in the Breakdown Sheet and Category Manager listing.

Deleting a Category

From the Category Manager:

- 1. Select the Category to be deleted.
- 2. Click on the **Delete** icon or, right-click (Mac: CTRL + click) and select **Delete Category**.





3. A dialog box will appear for confirmation of the Category deletion.



- 4. Click **Yes** to complete the deletion.
- 5. If the Category does not contain any Elements, it will be deleted immediately from the Category Manager. If the Category does contain Elements, a warning will display and the Category will not be deleted.

Movie M	agic Scheduling
⚠	Category "Vehicles" contains elements and cannot be deleted.

Section 3: Rearranging Categories

Movie Magic Scheduling 5 allows for the rearranging of the order in which Categories appear in a schedule.

- 1. Open the Category Manager.
- 2. Select the Category listing to be moved.

DRRQ	
Category Na	me
Cast Members (59)	
Background Actors (41)	
Stunts (10)	
Vehicles (10)	
Props (99)	
Camera (0)	
Special Effects (11)	
Wardrobe (23)	
Makeup/Hair (2)	
Animals (0)	
Animal Wrangler (0)	
Music (1)	
Sound (11)	
Art Department (0)	
Set Dressing (45)	
Greenery (2)	
Special Equipment (0)	
Security (0)	
Additional Labor (0)	
Visual Effects (4)	
Mechanical Effects (4)	
Miscellaneous (0)	
Notes (4)	
New Category (0)	

3. Click on either the upward or downward facing arrow button until the Category is in the correct position/order.

Chapter 6: Breakdown Sheet

The Breakdown Sheet is used to enter Elements onscreen like the traditional, paperbased Breakdown Sheet. Once a report is generated, based on onscreen entries, a printable version will be available that more closely resembles the traditional Breakdown Sheet format.

Breakdown Sheet

D. Breakdown Sheet			
6660		Navigate By : Active Board	
Day Number: 1		Date: Mon., Apr. 6, 2009	
Sheet Scene(s)	Int/Ext	Set	Day/Night
19 18	EXT	▼ MAIN STREET	▼ Day ▼
Synopsis	,		
George takes a cab ride.			
Script Page(s) Script Day		Unit Sequence	
21 1928		Back Story	
Location		Est. Time Comments	
Location			
1		3: 00 EPK on Set	
Elements			
1	1	1.6. 12	
Cast Members	Mechanical Effects		
1. George	Miscellaneous		
7. Ernie	Notes		
8. Bert			
11. Violet			
51. Mr. Reineman			
Background Actors			
Elderly Man			
Stunts			
Car screeches to a stop			
Stunt driver			
Vehicles			
1. Ernie's Cab 9. Stunt Car			
10. Bert's Motorcycle			
Props			
4. Bert's Watch			
5. Large Suitcase			
Camera			
Special Effects			
Wardrobe			
Makeup/Hair			
Animals			
Animal Wrangler			
Music			
Sound			
Art Department			
Set Dressing			
Greenery			
Special Equipment Security			
security			

Breakdown Sheet Report



Scene#:	Scenes		Sheet#: Sheet
Script Page:	Script Page B	reakdown Sheet	Int/Ext:
			Day/Night: DN
Page Count:	Pages		Est. Time: Est. Time
Scene Descri	ption: Synopsis		
Settings:	Set		
Location:	Location		
Sequence:	Sequence	Script Day:	Script Day
	1		
Cast Member	s:Board ID & Element Na	Background Actors:Element Name	Props:Element Name
		Stunts:Element Name	Vehicles:Element Name
Special Effect	sts:Element Name	Wardrobe:Element Name	Makeup/Hair:Element Name
Set Dressing:	Element Name	Greenery:Element Name	Special Equipment:Element Name
		.,	

Section 1: Accessing the Breakdown Sheet

1. Go to **Breakdown** and select **Breakdown Sheet** (CTRL+Y / Mac: CMD + Y).

A Breakdown Sheet will open. The Breakdown Sheet will be blank if it is the first time it is being accessed for the current schedule.

Section 2: Completing the Breakdown Sheet

🗰 Breakdown Sheet				
	<))		🗞 🌾 Navigate By : Active Board 🔽	
Day Number: 1			Date: Mon., Apr. 6, 2009	
Sheet Scene(s)	Int/Ext	Set		Day/Night
19 18	EXT 💌	MAIN STREET	<u>_</u>	Day 💌
Synopsis				
George takes a cab ride.				
Script Page(s) Script Day		Unit	Sequence	
21 1928	-		Back Story	
Location		Est. Time	Comments	
	•	3:00	EPK on Set	
Elements				

The top half of the Breakdown Sheet contains such fields as the Scene Number, Int/Ext, Set, Day/Night, Synopsis, and Location. Each Breakdown Sheet (usually) corresponds

to a single scene and therefore, a single strip. The bottom half of the Breakdown Sheet contains Elements divided into Categories, such as Cast Members, Props, and Scenery.

Elements	
Cast Members	Mechanical Effects
1. George	Miscellaneous
7. Ernie	Notes
8. Bert	
11. Violet	
51. Mr. Reineman	
Background Actors	
Elderly Man	
Stunts	
Car screeches to a stop	
Stunt driver	
Vehicles	
1. Ernie's Cab	
9. Stunt Car	
10. Bert's Motorcycle	
Props	
4. Bert's Watch	
5. Large Suitcase	
Camera	
Special Effects	
Wardrobe	
Makeup/Hair	
Animals	
Animal Wrangler	
Music	
Sound	
Art Department	
Set Dressing	
Greenery	
Special Equipment	
Security	

Entering Scene Information

1. Tab to or click in the Scene(s) field and enter the scene number.

NOTE: To move freely among the fields, hit the Tab or Enter key after each box is filled out or use the cursor to click individually in each box.

2. Click in the **Sheet** field and enter "1" for a first sheet.

Tip: The default for sheet numbering is Automatic. To number sheets manually, go to **Edit + Preferences**, **Schedule Preferences**. Click in the **Sheet Numbering** field and choose **Manual**.

- 3. Click in the Int/Ext field and select from the list of options.
- 4. To enter **Set**, see below.
- 5. Tab to or click in the **Day/Night** field and select the appropriate time of day.

Day/Night	
Day	-
Day	Г
Night	
Morning	- F
Evening	





6. Continue completing the rest of the fields (Synopsis, Pages, Script Day, Script Page, Comments and Unit selection) in the top half of a Breakdown Sheet.

NOTE: The top edge of the Breakdown Sheet is bordered by a "strip" designated for that sheet. Click on the strip to go directly to the corresponding strip on the Stripboard.

🗊 Movie Magic Scheduling 5 - Wonderful Life Demo ¥5.msd	_
File Edit Breakdown Schedule Design Actions Window Help	
New Open Save Rint Sheets Board Elements Calendar Help	
🗊 Breakdown Sheet	
🗟 🗟 💕 🥘 📢 🖌 🕨 🎼 🎑 🗞 🌾 Havigate By : Active Board 🔽	
Day Number: 1 Date: Mon., Apr. 6, 2009	
Sheet Scene(s) Int/Ext Set	Day/Night
19 [18 EXT _ MAIN STREET	Day
Synopsis	
George takes a cab ride.	
Script Page(s) Script Day Unit Sequence	
Serperago(s) Serperag	
21 1928 v b ack Story	
21 1928 v Back Story	

Entering Set, Sequence, Location, Est. Time

There are two methods to add entries to Set, Sequence, and Location. This may be done directly onto the Breakdown Sheet or from the Element Manager window.

NOTE: Est. Time for a Breakdown Sheet cannot be entered from the Element Manager.

From the Breakdown Sheet:

- 1. Tab to or click inside the Set, Sequence, Location, or Est. Time fields.
- 2. Enter the correct information for that field.
- 3. The new listing will be added to the current Breakdown Sheet and to that field's drop-down menu of options, allowing easy selection for future sheet pages. Follow the same procedure for entering into all three fields: Set, Sequence, and Location.

NOTE: The drop-down menu of options does not apply to the Est. Time field.

4. To change from decimal to 24hr go to **Edit + Preferences**, click on **Schedule Preferences**, and choose **Colon**.

Schedule Preferences		
Breakdown Sheet Pre	ferences	
Sheet Numbering :	Automatic 💌	
Time Displayed With :	Colon 💌	
Hide Element Boar	Colon Decimal	down Sheet Window
Add New Elements	s to Breakdov	vn Sheet
🔽 Goto Next Breakdo	own Sheet Cr	eates Sheet



Insert Elements into the Breakdown Sheet

Existing Elements can be inserted directly from the Breakdown Sheet. Refer to **Chapter 3: Element Quick Entry** (EQE) for detailed information on creating and inserting Elements and using **EQE**.

NOTE: Create a new Element directly from the Breakdown Sheet by clicking on a **Category** and typing the name of the Element. Hit **Enter**. A confirmation window will ask if this Element is to be created because one doesn't already exist. Click **Yes** to create the element.

From the Breakdown Sheet:

1. Click on the **Category** listing that contains the Element to be inserted.



A drop-down menu of existing Elements for that Category will appear.

2. Select the Element to be inserted.

Or

1. Type the name of the Element to filter the menu. Use the down arrows to select the Element and click **Enter**.

2. The selected Element will appear immediately in the current Breakdown Sheet.

Element Linking

Element Linking allows an Element to link to another Element (the Anchor). When the Anchor Element is inserted into a Breakdown Sheet, the corresponding linked Elements will automatically be inserted as well.

For example, if a cast member always appears on screen with a prop such as an eye patch, Element Linking allows those two Elements to be linked so that whenever the cast member (Anchor Element) is inserted, the eye patch (linked Element) is automatically inserted as well.



NOTE: The above action does not work in reverse. If the linked Element is inserted, the Anchor Element is not automatically inserted.

1. Access the Element Linking Manager.

Four Methods:

- Go to Breakdown in the menu bar and select **Element Linking Manager**.
- Go to the Breakdown Sheet and click the Element Linking Manager icon.



• Go to the Element Manager and press the Element Linking Manager icon.



• Press CTRL + L (Mac: CMD + L).

🕕 Element	Linking Manager						- D X	
	Category	Cast Members	•		Category: Cast	Members 💌		
	Element:	George	_	Element: George				
	Create Ar	Delete	Anchor		Add Element	Remove Element		
Anchors	List			Linked Eler	nents List			
Active	Anchor Name	Element	Category	Board ID	Element	Category		
Preferen	ces					(lose	

The Element Linking Manager window will appear.

- 2. In the left-hand column, select a Category and a subsequent Element from the drop-down menus and click the **Create Anchor** button.
- 3. With the Anchor Element highlighted in the left-hand column, select a Category and subsequent Element in the right-hand column and click **Add Element**.
- 4. Continue adding as many linked Elements as desired, and click the **Close** button at the bottom of the window when done.



	t Linking Manager					
	Category	Cast Members	Ca	ategory: Props	*	
	Element:	George	Element: Fat Roll of Dollar Bills			
	Create Ar	Delete	Anchor		Add Element	Remove Element
chors	List			Linked Ele	ments List	
	1		[[D 110	[
ctive	Anchor Name	Element	Category	Board ID	Element	Category
ctive			Category Cast Members	2	Mary	Category Cast Members
						Cast Members

5. Return to the Breakdown Sheet. Insert the previously set up Anchor Element. Notice that the linked Elements are also inserted automatically.

NOTE: If an Element is linked to an Anchor and is also an Anchor itself, all the linked Elements for both Anchors will be inserted.

Element Linking Groups

Creating Element Linking groups allows different sets of linked Elements to be set up for the same Anchor.

For example, if a character has an eye patch and a gun for a third of the script, a cloak and a dagger for a third, and a bandana and a whip for the rest of the script, the three different groups of linked Elements can be set up for the same Anchor. Elements can then be selected as active and saved on time and data entry.

NOTE: Only one group per Element can be selected at once. Meaning, if three different groups for a particular Anchor are set up, only one can be active at any given time.

From the Element Linking Manager:

- 1. Set up an Anchor Element as described above.
- 2. Add a new set of linked Elements in the right-hand column.
- 3. To make a certain group active, select the checkbox next to the particular group that is to be made active.



Category: Cast Members Element: Clarence					Category: Props				
					Element: Bag of Peanuts				
	Create A	nchor Delet	e Anchor		Add Element	Remove Element			
chors		1	1		ements List	1			
ctive	Anchor Name	Element	Category	Board ID		Category			
	George_Anchor1	George	Cast Members	50	3 Highballs	Props			
	Mary_Anchor1	Mary	Cast Members	22	4 Old Rubber Tires	Props			
N	Clarence_Anchor1	Clarence	Cast Members	20	Bag of Peanuts	Props			

NOTE: A group can be renamed by double-clicking the Anchor name in the Anchor list. This may help identify the group more easily.

Deleting an Anchor Element

- 1. Select (highlight) the Anchor Element in the left column.
- 2. Click the **Delete Anchor** button.
- 3. A confirmation window will appear. Click Yes.

Unlinking an Element from an Anchor Element

- 1. Select (highlight) the **Anchor Element** in the left column that has the linked Element to be unlinked.
- 2. Select (highlight) the **Element** in the right column that is to be unlinked.
- 3. Click the Remove Element button.
- 4. A confirmation window will appear. Click **Yes**.

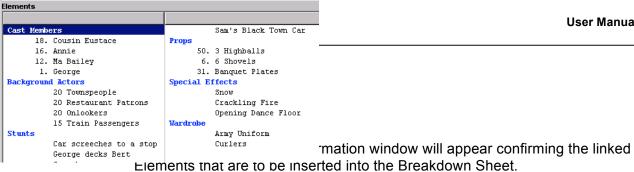
Element Linking Preferences

There are several Preferences that can be set up for Element Linking to help with adding and removing linked Elements.

1. Go to Edit, select Preferences (CTRL + ; / Mac: CMD + ;)

Application Preferences	Schedule Preferences
Security Enable Security Password Confirm Password	Breakdown Sheet Preferences Sheet Humbering : Automatic Time Displayed With : Colon Hide Element Board IDs in Breakdown Sheet Window Ø Add New Elements to Breakdown Sheet Ø Goto Hext Breakdown Sheet Creates Sheet Element Linking Preferences Insert Linked Elements : Automatically Remove Linked Elements : After Confirmation

- 2. Select the **Schedule Preferences** tab.
- 3. There are two drop-downs menus that pertain to Element Linking.



- Automatically: The linked Elements will automatically be added; no • confirmation window will appear.
- Never: Linked Elements will never be added at all, making Element Linking • inactive.

Remove Linked Elements

- After Confirmation: A confirmation window will appear confirming the linked • Elements that are to be removed from the Breakdown Sheet.
- Automatically: The linked Elements will automatically be removed; no confirmation window will appear.
- Never: Linked Elements will remain on the page and have to be removed • manually.
- 4. Set Preferences and click the **OK** button.

NOTE: Element Linking only affects the current Breakdown Sheet. Meaning, if an Anchor is removed and the Preference is set to remove the linked Elements, it will only affect the current Breakdown Sheet. Other Breakdown Sheets will not also have the Elements removed.

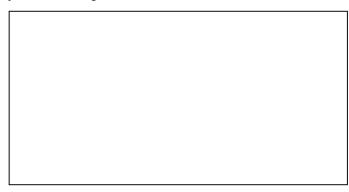
Show/Hide Empty Categories

To show all Categories on the Breakdown Sheet, including those that do not contain any Elements, click on the Show/Hide Empty Categories button on the toolbar. Click on the button again to revert to the previous state.

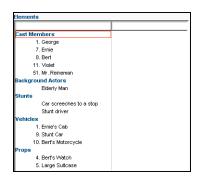


Hide Empty Categories

Only those Categories that contain Elements are listed.







Show Empty Categories

All categories are listed, including those that do not contain elements.

Cast Members	Mechanical Effects
1. George	Miscellaneous
7. Ernie	Notes
8. Bert	
11. Violet	
51. Mr. Reineman	
Background Actors	
Elderly Man	
Stunts	
Car screeches to a stop	
Stunt driver	
Vehicles	
1. Ernie's Cab	
9. Stunt Car	
10. Bert's Motorcycle	
Props	
4. Bert's Watch	
5. Large Suitcase	
Camera	
Special Effects	
Wardrobe	
Makeup/Hair	
Animals	
Animal Wrangler	
Music	
Sound	
Art Department	
Set Dressing	
Greenery	
Special Equipment	
Security	

Red Flag Entry:

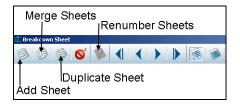


Access the Red Flag Entry table to create or to review Red Flags, which serve as indicators tagged to specific Elements to warn of scheduling constraints. Red Flags applied to elements can be seen on the Breakdown Sheet. Go to **Chapter 8: Red Flags** for more information on using flags.

1. Select: 2. Select Date									3. Select Flag:
Cast Members				Sept	embe	er 200)9		Second Unit Camera Test
George	<u>*</u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Rehearsal - DOOD
vlary		Jan	10011	IGe					Fitting - DOOD Unavailable
tarry Jncle Billy				1	2	3	4	5	Travel - DOOD
vir. Potter									Inavel - DOOD
vir. Fotter vir. Gower		6	7	8	9	10	11	12	
in oower Ernie				15		17	18	19	
Bert		13	14	15	16	17	18	19	
loe		20	21	22	23	24	25	26	
Clarence		20	21	66	20	24	23	40	Enter Note:
√iolet		27	28	29	30				Enter Note:
vla Bailey									
wrs. Hatch									
vir. Martini									1
Cousin Tilly	-			_					Add
Lousin Tilly	•	Calend	lar View:	Rec	Flags Or	ly			_Adc
Red Flags In	Use: 8 (0 Flags Selec	sted)							
Red Flags In	Category	ted)	lar View: Element		Fla	ig Name			Note
Red Flags In Date 04/15/2009	Category Cast Members	c ted) George	Element	P	Fitting - D	ig Name DOD		Fitting for fin	Note
Red Flags In Date 04/15/2009 04/20/2009	Category Cast Members Vehicles	cted) George Steam E	Element ngine Trai	in	Fitting - D	ng Name DOD le			Note
Red Flags In Date 04/15/2009 04/20/2009 04/21/2009	Category Cast Members Vehicles Vehicles	c ted) George Steam E Steam E	Element ngine Trai ngine Trai	in	Fitting - D Unavailab Unavailab	ng Name DOD le le			Note
Red Flags In Date	Category Cast Members Vehicles Vehicles Vehicles	cted) George Steam E Steam E Steam E	Element ngine Trai ngine Tra ngine Trai	in in	Fitting - Di Dinavailab Unavailab Unavailab	ng Name DOD le le			Note
Red Flags In Date 04/15/2009 04/20/2009 04/21/2009	Category Cast Members Vehicles Vehicles	Stead) George Steam E Steam E Steam E Steam E	Element ngine Trai ngine Trai	in in in in	Fitting - D Unavailab Unavailab	ng Name DOD le le le			Note
Red Flags In Date 04/15/2009 04/20/2009 04/21/2009 04/22/2009 04/23/2009	Category Cast Members Vehicles Vehicles Vehicles Vehicles Vehicles	Stead) George Steam E Steam E Steam E Steam E	Element ngine Trai ngine Trai ngine Trai	in in in in	Fitting - D Unavailab Unavailab Unavailab Unavailab	ng Name DOD le le le			Note

Adding New Sheets

From the Breakdown Sheet:



1. Click on the Add Sheet icon (CTRL+B / Mac: CMD +B).

The position/order of the newly added Breakdown Sheet depends on the **New Strip Position on Default Stripboard** selection in **Application Preferences**. Refer to **Chapter 2: Schedule Setup** for more detailed information on Application Preferences.

A new strip will automatically be inserted automatically into the Stripboard for the new Breakdown Sheet. Refer to **Chapter 8: Stripboards** for more detailed information on managing the Stripboard.

Merging Sheets

Merging Breakdown Sheets combines the information from two different sheets into one, single sheet. The Breakdown Sheet being merged **into** (or are on) takes precedence. The only Categories that will change as a result of the merge are Sheet, Scene and Elements. The resulting Breakdown Sheet will be numbered according to the Schema selected while setting up Schedule Preferences.

From the Breakdown Sheet:



- 1. Navigate to the Breakdown Sheet where the other Breakdown Sheet is to be merged.
- 2. Click on the Merge Sheets icon.

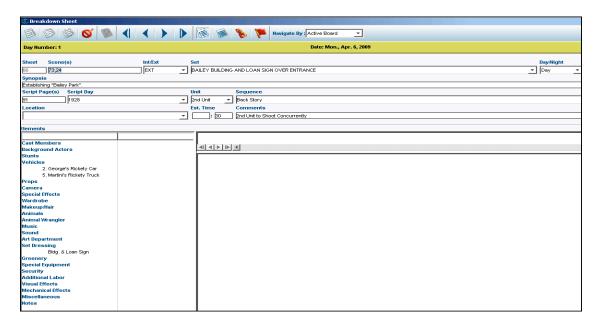
🖲 Merge Cu	irrent Sheet With	Next Shee	t on Active Bo	ard 🗾
Sheet to	Be Merged			
Sheet #	25	7		
Scene	24			
Synopsis	s Establishing Bldg.	& Loan sign.		
O Merge Cu	irrent Sheet With	Sheet #		

The Merge Sheets window will open.

3. Specify the preferred way for the current Breakdown Sheet to merge.

Merge Current Sheet With

- **Previous Sheet Number**: Merges the current Breakdown Sheet with the immediately preceding Breakdown Sheet
- **Sheet #**: Enter the specific Breakdown Sheet with which the current Breakdown Sheet will be merged.
- 4. Click OK.



The merged Breakdown Sheet will directly be presented.



The second of the two Breakdown Sheets merged will individually cease to exist; it is now part of the first of the two Breakdown Sheets merged.

Duplicating Existing Sheets

Performing this function recreates the content of an existing Breakdown Sheet as the basis for a new Breakdown Sheet. For example, one scene may have the same set and most of the same characters as another. Duplicating the Breakdown Sheet saves time and allows only minimal, required adjustments to be made.

From the Breakdown Sheet:

- 1. Navigate to the Breakdown Sheet to be duplicated.
- 2. Click on the **Duplicate** icon (CTRL+D / Mac: CMD + D).

Renumbering Sheets

After rearranging the Stripboard or adding new Breakdown Sheets, it is possible to renumber the Breakdown Sheets to reflect the new order.

NOTE: The **Renumber Sheets** icon is only available when Sheet Numbering is set to **Manual** in **Schedule Preferences**. Refer to **Chapter 2: Schedule Setup** for more detailed information on Schedule Preferences.

1. Click on the **Renumber Sheets** icon (CTRL + T / Mac: CMD + T).

Renumber Sheets	X
Renumber Breakdown Sheets in Board Order Sheet Order	
OK Cancel	

- 2. Select the order the Renumber is to reflect.
 - Board Order: The current strip order on the active Stripboard
 - Sheet Order: The current Breakdown sheet order of the Breakdown
 Sheets

The Breakdown Sheets will be renumbered immediately.



Chapter 7: Calendar

The Movie Magic Scheduling Calendar is where the date parameters of the schedule can be set. Here, the following will be edited and specified:

- Days off
- Special Days (holiday, travel day, etc.)
- Production Dates (Prep Start, Prod Start, etc.)

Section 1: Access the Calendar Manager

Two Methods:

• Click on the Calendar Icon (Windows only).

File Edit Breakdown Schedule Design Actions Window Help								
New	Open Save	Print S	-	oard E	iements	Calendar	Close All	🔞 Help

• Go to Schedule and select Calendar Manager.

🖥 Calendar Manager										
DIBIBIS										
Name	Prep Start	Prod Start 🗡	End Of Prod	End Post	Default					
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0					
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	•					
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0					

The Calendar Manager window will open.

Section 2: Creating a Calendar

Newly created schedules are designed with pre-existing default calendars that can be accessed and edited. Movie Magic Scheduling also allows multiple calendars to be created for the same schedule.

Default Calendar

From the Calendar Manager:

1. Access the Default Calendar.

🕕 Calendar Man	🖥 Calendar Manager										
DBR	3 8										
Name 💙	Prep Start	Prod Start	End Of Prod	End Post	Default						
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	0						
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0						
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0						
Default Calendar	Sep 23, 2009	Sep 23, 2009	Oct 23, 2009	Oct 23, 2009	۲						

Two Methods:

• Double-click on the **Default Calendar** listing.



• Click to select the **Default Calendar** listing and then click on the **Edit** icon.

🚺 Calendar Mar	ager				:
	3 8				
Name 💙	Prep Start	Prod Start	End Of Prod	End Post	Default
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	0
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0
Default Calendar	Sep 23, 2009	Sep 23, 2009	Oct 23, 2009	Oct 23, 2009	0

The Edit Calendar window will open.

Days O	ff Sun	□ Mo	n [Tue		/ed	□ Thu □ Fri □ Sat
•			embe				Special Days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	🎼 🔿 Holiday
	-	1	2	3	4	5	🥳 🔿 Day Off
6	7	8	9	10	11	12	C None
13	14	15	16	17	18	19	Production Dates
20	21	22	23	24	25	26	Prep Start: 09/23/2009 🔽 Ge
27	28	29	30		-		Prod Start: 09/23/2009 - Ge
							End of Prod: 10/23/2009 Ge

Creating Additional Calendars

Several calendars can be created to view different versions of a schedule.

From the Calendar Manager:

1. Click on the **New** icon.

🐌 Calendar Mar	ager				
	3 8				
Name 💙	Prep Start	Prod Start	End Of Prod	End Post	Default
Default Calendar	Sep 23, 2009	Sep 23, 2009	Oct 23, 2009	Oct 23, 2009	•
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	0

A new blank calendar will immediately open.

Renaming Calendar

The default name for newly created calendars is **New Calendar**.

From the Calendar Manager:

- 1. Access the calendar to be renamed.
- 2. Click to select (highlight) the current name in the Name field.





- 3. Type a new name for the calendar.
- 4. Click OK.

Section 3: Building a Calendar

Scroll between different months by clicking on the arrow buttons at the top of the calendar, located at either end of the month name.

		Septe	embe	r 200	9	∢
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Selecting Days Off

Days off can be designated on an individual or weekly basis. For example, all Saturdays can be scheduled as "off."

Single Days

- 1. Designate single days as "off" by clicking on the day within the calendar. The calendar day will be **highlighted in black**.
- 2. Select **Day Off** from the list of **Special Days** options.



Weekly

1. Select the day(s) to be scheduled off from the Days Off field with a checkmark.

The day(s) off will be shown on the calendar with **a red x mark**.

Days O	ff							
	Sun	🗌 Mo	n E	Tue	□	/ed 🔽	Thu 🔲 Fri 🗌 Sat	
∢		Sept	embe	er 200	9		Special Days	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	🏇 🔿 Holiday	
		1	2	3	4	$\mathbf{\mathbf{x}}$	o Day Off	
6	7	8	9	10	11	12	C None	
13	14	15	16	17	18	13	Production Dates	
20	21	22	23	24	25	25	Prep Start: 09/23/2009 -	i0
27	28	29	30					;o
					-	-	End of Prod: 10/24/2009	;o

Designating Special Days

Special days can be designated on a calendar, such as a company travel day or a holiday, by selecting from the **Special Days** list.

1. Click on the calendar day to be designated as a **Special Day**.



That calendar day will be highlighted in black.

2. Select the Special Days icon that best categorizes the day off.



The selected calendar day will be marked with both **a red x** to indicate a day off and the selected **Special Days** icon.

		Sept	embe	er 20()9	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	$\mathbf{\hat{\mathbf{x}}}$	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Setting Production Dates

Production dates must be set in chronological order with start dates occurring prior to the end dates. This is the most important piece of information for a calendar. The rest of the schedule originates from the designated start date.

Two Methods:

• Select a date from the drop-down calendar of the Production Date.

Production Da	tes
Prep Start:	09/23/2009 G o
Prod Start:	09/23/2009 💌 Go
End of Prod:	10/23/2009 Go
End Post:	10/24/2009 G o
	OK Cancel





Or

Manually enter the correct date into the Production Date field, using mm/dd/yyyy format.

NOTE: The **End of Prod.** date cannot be modified. This date is calculated by the number of Daybreaks in the Scheduled area of the active Stripboard.

Completing the Production Calendar

When satisfied with a calendar, click on the **OK** button at the lower right corner of the Edit Calendar window.

This action will bring back the Calendar Manager window and the newly created calendar will be listed.

🗊 Calendar Mar	ager				
$\square \square $	3 8				
Name 💙	Prep Start	Prod Start	End Of Prod	End Post	Default
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	0
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0
Default Calendar	Sep 23, 2009	Sep 23, 2009	Oct 23, 2009	Oct 23, 2009	•
New Calendar	Sep 9, 2009	Sep 23, 2009	Oct 23, 2009	Oct 24, 2009	0

NOTE: There can be only one default calendar at a time.

Duplicating a Calendar

While plotting a production calendar, various copies of one particular calendar can be created to work from. The Duplicate function allows for the creation of several varying calendars for consideration before deciding on the final schedule.

From the Calendar Manager:

- 1. Select the calendar to be duplicated.
- 2. Click on the **Duplicate** icon.





The Edit Calendar window for the duplicate will open.

- 3. Make any necessary alterations to the calendar, such as a new **Name** or **Production Dates**.
- 4. Click OK.

The calendar copy will now be listed in the Calendar Manager.

Deleting a Calendar

When a schedule is finalized, calendars can be deleted from Calendar Manager.

- 1. Select the calendar to be deleted,
- 2. Click on the **Delete** icon.



3. Click **OK** to delete.

NOTE: A calendar cannot be deleted if it is being used by a Stripboard.

Changing the Default Calendar

The default calendar is the calendar that will be used when creating a new Stripboard. There can be only one designated default calendar for a schedule. However, this default calendar for a schedule can be changed.

NOTE: The active calendar is the one that is used when printing reports. The active calendar can be accessed by the drop-down menu on the Stripboard (see **Chapter 9: Stripboard**).

- 1. Access the Calendar Manager.
- 2. Check the box labeled **Default** by the calendar to be used as the default.

Calendar Man	ager				그미
Name 🔻	Prep Start	Prod Start	End Of Prod	End Post	Default
5 Day Week	Jun 4, 2008	Apr 6, 2009	Apr 5, 2009	May 19, 2009	•
6 Day Week	Apr 1, 2008	Apr 1, 2009	Jun 3, 2009	Jun 3, 2009	0
Actor Unavailable	May 7, 2008	Apr 15, 2009	May 28, 2009	May 28, 2009	0
Default Calendar	Sep 23, 2009	Sep 23, 2009	Oct 23, 2009	Oct 23, 2009	0
New Calendar	Sep 9, 2009	Sep 23, 2009	Oct 23, 2009	Oct 24, 2009	0

3. Close the Calendar Manager.

The newly defaulted calendar will now be the default choice when creating a new Stripboard.



Chapter 8: Red Flags

In the scheduling process, using Red Flags can prove to be invaluable. Specific Elements can be flagged to indicate any possible impact they may have on the Schedule. Red Flag indicators can also be created as a Date Only Flag without an Element attached. Flags appear on Breakdown Sheets and Stripboards and will print on applicable reports. Uses for Red Flags:

- Indicate when an actor is unavailable
- Advise of scheduled fittings for an actor
- Assist with the scheduling of travel
- Advise of the availability of a location or set

Cast Members George Iary Iarry Incle Billy Ir. Potter	×	Sun	Mon	Sept	embe	er 20(New Flag	
tary larry Incle Billy fr. Potter	<u> </u>	Sun	Mon	1			19		Second Unit	
larry Incle Billy Ir. Potter		Sun				-			Camera Test	
Incle Billy 1r. Potter				Tue	Wed	Thu	Fri	Sat	Rehearsal - DOOD	
Ir. Potter				1	2	3	4	5	Fitting - DOOD	
									Unavailable	
		6	7	8	9	10	11	12	Travel - DOOD	
fr. Gower										
rnie		13	14	15	16	17	18	19		
lert										
0e		20	21	22	23	24	25	26	1	
larence iolet			_		-				Enter Note:	
noiet 1a Baileγ		27	28	29	30					
na balley 1rs. Hatch			_		-		-			
irs. Hateri fr. Martini									1	
ousin Tilly						-	1			Add
	v	Calenc	lar View	Red	l Flags Or	nly		_		
	Use: 8 (0 Flags Selec	-						1		
Date 🔺	Category		Element			ag Name			Note	
	Cast Members	George			Fitting - D			Fitting for fina	llook	-
	Vehicles		ngine Tra		Unavailab					
	Vehicles		ngine Tra		Unavailak					
	Vehicles		ngine Tra		Unavailak					
	Vehicles Vehicles		ngine Tra		Unavailak Unavailak					
04/24/2009	venicies	Steam	ngine Tra	n ,	Unavallac	ne				
Edit	Update Ca	ncel	Delete							

Section 1: Access the Red Flag Entry Table

Two Methods:

• Go to Breakdown and select Red Flag Entry (CTRL + K / Mac: CMD + K).

Or

• From the **Breakdown Sheet**, click on the **Red Flag** icon.



The Red Flag Entry window will open immediately.



Once the window opens, decide which type of flag is to be used: **Date Only Flag** or **Flag Attached to an Element**.

Section 2: Create a Date Only Flag

1. Click the down arrow in the **Select** field, which lists the various Categories in a schedule.

Mary Harry Uncle Billy	*
Harry Uncle Billy	<u> </u>
Uncle Billy	
Uncle Billy Mr. Potter	
Mr. Dotter	
	_
Mr. Gower	
Ernie	
Bert	
Joe	
Clarence	
Violet	
Ma Bailey	
Mrs. Hatch	
Mr. Martini	
Cousin Tilly	

2. Select **Date Only Flag** (no Element, meaning not tied to a part) at the top of the droop-down menu.

At this point, choose a single date or a date range from the calendar.

Select:		2. Sel	ect Date o	r Range	s:				3. Select Flag:	
Cast Members	<u>-</u>]	1	Sept	embe	er 200	9		New Flag Second Unit	
eorge			<u> </u>	-	-	1	-		Camera Test	
lary		Sun	i Mon	Tue	Wed	Thu	Fri	Sat	Rehearsal - DOOD	
larry				1	2	3	4	5	Fitting - DOOD	
Incle Billy				Ľ	-	ľ	1-	ľ	Unavailable	
4r. Potter		6	7	8	9	10	11	12	Travel - DOOD	
fr. Gower				1	l'					
rnie		13	14	15	16	17	18	19	1	
Bert										
oe		20	21	22	23	24	25	26	1	
larence									Enter Note:	
/iolet		27	28	29	30					-
la Bailey										
na balley Ars. Hatch		-							1	
] [
Ars. Hatch	z	Calen	Idar View:	Rec	i Flags Or	ly] []	A
frs. Hatch fr. Martini Cousin Tilly		Calen	idar View:	:Rec	i Flags Or	nły				A
frs. Hatch fr. Martini Cousin Tilly	ulse: 8 (0 Flags Sele Category	Calen	dar View:			ag Name			Note	A
frs. Hatch fr. Martini Cousin Tilly Red Flags In	Use: 8 (0 Flags Sele	Calen	Element			ag Name			↓ Note	A
Ars. Hatch Ar. Martini Cousin Tilly Red Flags In Date A	Use: 8 (O Flags Sele Category	Calen	Element	,	Fi	ag Name OOD			↓ Note	A
Ars. Hatch Ar. Martini Cousin Tilly Red Flags In Date 04/15/2009	Use: 8 (0 Flags Sele Category Cast Members	Calen	Element	in	Fitting - D	ag Name OOD			↓ Note	A
rrs. Hatch fr. Martini Cousin Tilly Red Flags In Date 04/15/2009 04/20/2009	Use: 8 (0 Flags Sele Category Cast Members Vehicles	Calen	Element e Engine Tra	in	Fitting - D Unavailat	ag Name OOD Ne			↓ Note	AJ
Ars. Hatch Ar. Martini Cousin Tilly Red Flags In Date 04/15/2009 04/20/2009 04/21/2009	Use: 8 (0 Flags Sele Category Cast Members Vehicles Vehicles	Calen	Element e Engine Tra Engine Tra	in in in	Fitting - D Unavailat	ag Name OOD Ne Ne			↓ Note	A

3. Click the **left** or **right arrow** to navigate to the month.

4. Click on the date to choose as a single date.

Or

		2. Sele	ect Date o	r Range	e:				3. Select Flag:	
Cast Members	<u>_</u>			Sept	embe	er 20	09		New Flag Second Unit	
eorge	<u> </u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Camera Test Rehearsal - DOOD	
fary farrγ		J	morr	106	wed				Fitting - DOOD	
Jncle Billy				1	2	3	4 ,	↓ 5	Unavailable	
Ar. Potter		6	7	8	9	10	11	12	Travel - DOOD	
Ar. Gower		0	ľ	°	3	10	11	12		
irnie		13	14	15	16	17	18	19		
Bert				1						
loe		20	21	22	23	24	25	26		
larence									Enter Note:	
/iolet		27	28	29	30					-
1a Bailey										
Ars. Hatch										
Ar. Martini Cousin Tilly										A
		Calend	dar View:	:Red	l Flags Or	ily		<u> </u>		
Red Flags In	Use: 8 (0 Flags Selec	:ted)								
Red Flags In Date 🔺	Use: 8 (0 Flags Selec	cted)	Element		Fla	ng Name	e		Note	
		cted) George			Fla Fitting - D	~		Fitting for fir		
Date 04/15/2009 04/20/2009	Cast Members Vehicles	George Steam E	Ingine Tra	in	Fitting - D Unavailab	OOD le		Fitting for fir		
Date 04/15/2009 04/20/2009 04/21/2009	Category Cast Members Vehicles Vehicles	George Steam B Steam B	Engine Tra Engine Tra	in in	Fitting - D Unavailab Unavailab	OOD Ile		Fitting for fir		
Date 04/15/2009 04/20/2009 04/21/2009 04/22/2009	Category Cast Members Vehicles Vehicles Vehicles Vehicles	George Steam E Steam E Steam E	Engine Tra Engine Tra Engine Tra	in in in	Fitting - D Unavailab Unavailab Unavailab	OOD Ile Ile		Fitting for fir		
Date 04/15/2009 04/20/2009 04/21/2009	Category Cast Members Vehicles Vehicles	George Steam E Steam E Steam E Steam E	Engine Tra Engine Tra	in in in in	Fitting - D Unavailab Unavailab	000 ile ile ile		Fitting for fir		

5. Choose a range of dates: Hold down the mouse and drag across all desired dates.

The box(es) representing the date(s) will become darkened.

- Select which type of Flag in the list on the right. For a custom Category, see Section
 9: Red Flag Manager. Add a note to further explain the flag (optional).
- 7. Click the **Add** button.

The Red Flag will be added to the list in the lower portion of the screen.



Section 3: Create a Red Flag Associated with an Element

- 1. Click the down arrow in the Select field.
- 2. Choose the Category that contains the Element to be Red Flagged.

The Elements associated with the Category will be listed below.



- 3. Select the Element.
- 4. Go to the calendar and click the **left** or **right arrow** to navigate to the month.
- 5. Click on the appropriate date.

6. Choose a range of dates: Hold down the mouse and drag across all desired dates.

The box(es) representing the date(s) will become darkened.

- 7. Select a Flag category.
- 8. Add a note to further explain the flag (optional)
- 9. Click the **Add** button.

The Red Flag will be added to the list in the lower portion of the screen.

Section 4: Edit a Red Flag

Red Flag En	try									
I. Select:		2. Sele	ct Date o	or Range	B:				3. Select Flag:	
Cast Members	<u> </u>			Sept	embe	er 200	9		New Flag Second Unit	
George			1	1		1	1		Camera Test	
Mary		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Rehearsal - DOOD	
Harry			-	1	2	3	4	5	Fitting - DOOD	
Jncle Billy									Unavailable	
/r. Potter		6	7	8	9 丫	10 \	11	12 🌾	Travel - DOOD	
/r.Gower										
Ernie		13	14	15	16 🔪	17 🔪	18	19 🌾		
Bert										
Joe		20	21	22	23	24	25	26	1	
Clarence									Enter Note:	
√iolet		27	28	29	30					
vla Bailey			-		_					
wrs. Hatch									I	
Mr. Martini										Add
Cousin Tilly	•	Calend	lar View:	Rec	d Flags Or	www.		*		
Red Flags In Date 🔺	Use: 16 (0 Flags Sele		Element		Fli	ag Name		[Note	
04/15/2009	Cast Members	George			Fitting - D	OOD		Fitting for fin	al look	-
04/20/2009	Vehicles		ingine Tra		Unavailab					
04/21/2009	Vehicles		ingine Tra		Unavailab	le				
04/22/2009	Vehicles		ingine Tra		Unavailab	le				
04/23/2009	Vehicles	Steam E	ngine Tra	in	Unavailab	le				
04/24/2009	Vehicles	Steam E	ingine Tra	in	Unavailab	le				
Edit	Update Ca	incel	Delete							
Red Flag Man	ager									Close

- 1. Select the flag from the list of created flags in the list at the bottom of the screen.
- 2. Click on the **Edit** button. All of the parameters of the Red Flag will appear in the section above
- 3. Make modifications to any of the fields that are part of the selected flag:
 - Another Category may be selected and a different Element can be chosen.
 - Go to the Calendar and select another date or range.
 - Select an alternate flag.
 - Add, remove, or change a Note.
- 4. Click the **Update** button after all edits have been made.



Red Flag will reflect any changes.

Cancel Changes to a Red Flag

1. Click the **Cancel** button.

I. Select:		2. Sele	ct Date o	r Rann	e:				3. Select Flag:
Cast Members	•	2. 0010		-					New Flag
cast wembers	<u>·</u>			Sep	tembe	er 200	9		Second Unit
George			-	1		-	1		Camera Test
Mary		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Rehearsal - DOOD
Harry			+	1	2	3	4	5	Fitting - DOOD
Uncle Billy				Ľ	-	ľ	1	ľ	Unavailable
Mr. Potter		6	7	8	9	10	11	12 🔪	Travel - DOOD
Mr. Gower				-			··· \		
Ernie		13	14	15	16 🔪	17	18 \	19 🌾	
Bert							1	· · · ·	
Joe		20	21	22	23	24	25	26	1
Clarence									Enter Note:
Violet		27	28	29	30				
Ma Bailey									
Mrs. Hatch									
Mr. Martini									A
Cousin Tilly	-								A
	-	Calenc			d Elags On	ht		.	
		Calend	lar View:	Re	d Flags Or	ily		<u> </u>	
Red Flags In	Use: 16 (0 Flags Sele		lar View:	: Re	d Flags Or	ly		<u>_</u>	
Red Flags In Date	Use: 16 (0 Flags Sele	cted)	lar View: Element	,		iy Ig Name		<u>_</u>	Note
Date 🔺	Category Cast Members	cted) George	Element		Fitting - D	ig Name DOD			
Date A 04/15/2009 04/20/2009	Category	cted) George		in	Fitting - D Unavailab	ig Name DOD le			
Date 04/15/2009 04/20/2009 04/21/2009	Category Cast Members Vehicles Vehicles	cted) George Steam E Steam E	Element ingine Tra ingine Tra	in	Fit Fitting - D Unavailab Unavailab	ig Name DOD le le			
Date 04/15/2009 04/20/2009 04/21/2009 04/22/2009	Category Cast Members Vehicles Vehicles Vehicles	cted) George Steam E Steam E Steam E	Element ingine Tra ingine Tra ingine Tra	in in	Fitting - Di Fitting - Di Unavailab Unavailab Unavailab	ig Name DOD le le			
Date 04/15/2009 04/20/2009 04/21/2009 04/22/2009 04/23/2009	Category Cast Members Vehicles Vehicles Vehicles Vehicles	cted) George Steam E Steam E Steam E Steam E	Element ingine Tra ingine Tra ingine Tra ingine Tra	in in in	Fitting - D Unavailab Unavailab Unavailab Unavailab Unavailab	i g Name DOD le le le			
Date 04/15/2009 04/21/2009 04/21/2009 04/22/2009	Category Cast Members Vehicles Vehicles Vehicles	cted) George Steam E Steam E Steam E Steam E	Element ingine Tra ingine Tra ingine Tra	in in in	Fitting - Di Fitting - Di Unavailab Unavailab Unavailab	i g Name DOD le le le			
Date 04/15/2009 04/20/2009 04/21/2009 04/22/2009 04/23/2009	Category Cast Members Vehicles Vehicles Vehicles Vehicles Vehicles	cted) George Steam E Steam E Steam E Steam E	Element ingine Tra ingine Tra ingine Tra ingine Tra	in in in	Fitting - D Unavailab Unavailab Unavailab Unavailab Unavailab	i g Name DOD le le le			

Section 5: Delete a Red Flag

1. Select the row(s) of the Red Flag to be deleted in the list at the bottom of the screen.

Date 📥	Category	Element	Flag Name	Note	
04/15/2009	Cast Members	George	Fitting - DOOD	Fitting for final look	
04/20/2009	Vehicles	Steam Engine Train	Unavailable		
04/21/2009	Vehicles	Steam Engine Train	Unavailable		
04/22/2009	Vehicles	Steam Engine Train	Unavailable		
04/23/2009	Vehicles	Steam Engine Train	Unavailable		
04/24/2009	Vehicles	Steam Engine Train	Unavailable		-

2. Click the **Delete** button.

A confirmation window will appear.

Delete	×
?	Do you want to delete the selected 1 flag(s)?
	Yes No

The Red Flag will be removed from the list.



Section 6: Viewing and Understanding Red Flag Entries and Calendars

Once a Red Flag has been created, it will appear on the calendar for the month and date for which it has been assigned.

	October 2009								
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1	2	3			
4	5	6	7	8	э 🌾	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

If more than one Red Flag exists for a specific date, the Red Flag will have a multiple Red Flag icon.

2
а 🌔
16
9 🌾

Calendar View - View Red Flags on Different Calendars

Red Flags may be viewed on the calendar alone, or select different calendars to be overlaid with the Red Flags.

1. Click the **down arrow** and select a calendar.

The selected calendar will appear with flags appearing on assigned dates.

Click on left or right arrows to view other months and dates.

	t Date oi		ober	2009		►
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	$\mathbf{\tilde{\mathbf{x}}}$	6	7	8	9 🌾	10
11	12	13	14	15	16	17
18	13	20	21	22	23	24
25	28	27	28	29	30	31
Calenda	ir View:	6 Day	Week			

NOTE: Red Flags are not visible on a calendar accessed through the Calendar Manager. For further information on the Calendar Manager, **see Chapter 7**.



Section 7: Red Flag Appearing on a Stripboard

As Red Flags are added to the schedule, if an Element that contains a Red Flag runs into the conflict, a Red Flag icon will appear on the Stripboard to warn of the conflict. Double-click the icon to be taken to the Red Flag Entry screen where the conflict will be highlighted.

		ig Day	y 12 Tuesday, April 14, 2009		
Sheet #: 111 16/8 pgs	Scenes: 123	INT Night	KITCHEN George is critical with his family.	1. 2. 4. 17. 29	Est. Time 🌾 4:00
Sheet #: 134 1 2/8 pgs		EXT Night	LIBRARY George finds Many at library; escapes Bert.	1. 2. 8	Est. Time 🃜 3:00



Chapter 9: Red Flag Manager

The Red Flag Manager lists the names of all Red Flag Categories. See **Chapter 9**: **Red Flags** for further information about Red Flags usage.

🇰 Red Flag Manager	- O ×
DBBS	
Red Flag Nam	e
Second Unit (2)	
Camera Test (0)	
Rehearsal - DOOD (0)	
Fitting - DOOD (1)	
Unavailable (5)	
Travel - DOOD (0)	

Five default flags are available in the default template and others can be added.

In addition to adding new flags, the manager allows for the editing, duplicating, or deleting of Red Flag Category names.

The ordering of listed flags can also be changed.

Section 1: Access the Red Flag Manager

Go to Schedule, select Red Flag Manager.

The window opens and lists five default Red Flags:

Fitting – DOOD (0) Travel – DOOD (0) Unavailable (0) Rehearsal - DOOD (0) Camera Test (0)

NOTE: The DOODs (Day Out of Days) flags are designed to be used specifically with the DOODs report. They cannot be removed or modified.

The number of times a particular flag has been used in the schedule will be displayed in parenthesis.

Section 2: Add a New Flag

1. Click on the **New Flag** (CTRL + B / Mac: CMD + B) icon.

The New Flag window will open.





- 2. Type a flag name.
- 3. Click **OK** to save.

Create a duplicate of an existing flag and modify the name.

Two methods:

- 1. Select a flag name.
- 2. Click on the **Duplicate Flag** icon.

ок

Cancel

Or

- 1. Right-click (Mac: CTRL + click) on a flag name.
- 2. Select **Duplicate** from the list of options.

The Edit Red Flag window will open.

Edit Red F	lag: New Flag			×
Name:	New Flag			
		ОК	Cancel	

- 3. Modify the flag name.
- 4. Click **OK** to save.

Section 3: Access the Edit Red Flag Window

- 1. Right-click (Mac: CTRL + click) on a flag name.
- 2. Select **Open** from the list of options.

Or

- 1. Select a flag name.
- 2. Click on the Edit Flag (CTRL+K / Mac: CMD + K) icon.



🇰 Red Flag Manager		×
00000		•
Red Flag Na	me	
Second Unit (2)		
Camera Test (0)		
Rehearsal - DOOD (0)		
Fitting - DOOD (1)		
Unavailable (5)		
Travel - DOOD (0)		

1. Double-click on a flag name.

The Edit Red Flag window will open.

Edit Red F	ag: New Flag		×
Name:	New Flag		
		ок	Cancel

- 2. Modify a flag name.
- 3. Click **OK** to save.

Section 4: Move a Flag Up within the List

- 1. Select a flag.
- 2. From the toolbar, click on the **up arrow** until the flag is moved to the desired location.

NOTE: The first flag in the list can only move down. The up arrow will be ghosted.

Section 5: Move Flag Down within the List

- 1. Select a flag.
- 2. From the toolbar, click on the **down arrow** until the flag is moved to the desired location.

NOTE: The last flag in the list can only move up. The down arrow will be ghosted.

Section 6: Delete a Flag

Three Methods:

- 1. Right-click (Mac: CTRL + click) on a flag name.
- 2. Select **Delete** from the list of options.

Or

- 1. Select a flag name.
- 2. Click on the Delete Flag icon.



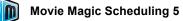
(
Second Unit (2)					
Camera Test (0)					
Rehearsal - DOOD (0)					
Fitting - DOOD (1)					

- Select a flag.
 Click on the **Delete** key.

A confirmation window will appear.

Movie M	agic Scheduling
?	Do you really want to delete Red Flag "New Flag" ?
	Yes

3. Click **Yes** to confirm the deletion.



Chapter 10: Image Manager

Movie Magic Scheduling 5 allows for adding multiple images to a Breakdown Sheet to help with creating a clear visual image of the scene. These images could be Storyboards, images of wardrobe, actors' headshots, etc. Through the use of the **Image Manager**, Movie Magic Scheduling 5 allows the option of adding images such as bitmaps, jpegs, and tiffs to Breakdown Sheets.

Section 1: Access the Image Manager

Three Methods:

1. Go to Schedule and select Image Manager.



Or

2. From a **Breakdown Sheet**, double-click anywhere in the upper or lower blank space of the window.

🕅 Breakdown Sheet						
6660	13			📄 📄 🎙	🗞 🌾 Navigate By : Sheet 🔽	
Day Number: 1					Date: Wed., Apr. 1, 2009	
Sheet Scene(s)		Int/Ext	Se	of		
66 73,24,152,12		I EXT		ACK ROOM DRUGS	STORE	
Synopsis			ΞP	ACK NOOM DROOD	STORE	-
Establishing "Bailey Park".						
Script Page(s) Script Day			Ur	nit S	equence	
91 Christmas E					Back Story	
	ve				Jack Stol y	
Location				st. Time C	bit Image Manager	
I			<u> </u>	: 30 2	Scene 41 - George & Mary's "violent lovemaking".	
lements					Scene 42 - Sam calls for George.	
lements	1				Scene 43 - Sam talks to George on phone.	
mbers	Miscellaneous				Scene 44 - George and Mary talk to Sam.	
mbers 1. George	Notes			ৰাৰাচাচাৰ	Scene 45 - Mrs. Hatch hangs up phone.	
6. Mr. Gower	HOLES			N	Scene 46 - George and Mary fight then kiss.	
2. Ma Bailey					Scene 47 - George and Mary exit their wedding.	
und Actors					Scene 48 - Ma Bailey and Annie talk.	
					Scene 49 - George and Mary talk of honeymoon fantasy.	
s				$ \rangle$	Scene 50 - Anxious crowd outside bank. Scene 51 - George reacts to the bank crowd.	
2. George's Rickety Car				◀	Scene 52 - George greats to the bank trowd.	
5. Martini's Rickety Truck					Scene 53 - George confronts Uncle Billy about locked door.	
					Scene 54 - George learns of stock crash.	
8. Liquor Bottle					Scene 55, 57, 59, 61 - Potter speaks to George on phone about crash.	
3. Poison Capsules				Double-	Scene 56, 58, 60, 62 - George speaks to Potter about crash.	
5. Prescription Box 8. Telephone					Concer C2. Common allowed a with summinal levels and summinal	
o. relepriorie				click in	Coolid of - The bank clobed for the day. Coolid day.	
Effects				this area	Scene 65 - George talks to his new wife on phone.	
be					Scene 66 - Establishing house. George enters.	
Hair					Scene 67 - Bert and Poster Man work in rain.	
					Scene 68, 70 - George enters his new home, speechless. Scene 69, 71 - Bert and Ernie serenade the newlyweds.	
Arangler						- T
					Scene 73,24,152,12 - Establishing "Bailey Park".	at: []
				×		
artment					Add Remove Replace	
ssing						
"Ma Bailey's Boarding House" Bldg. & Loan Sign				ν		
Diag. a Loan Sign			_	r		



The Image Manager will open.

All scenes will be listed in chronological order in the left side of the window.

Images are added on the right in the blank space for a selected scene.

Section 2: Add an Image to a Breakdown Sheet for a Scene

Once the Image Manager is accessed, it is a simple process to add an image to a Breakdown Sheet for a particular scene.

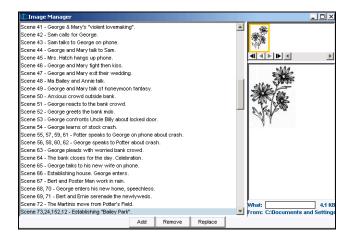
- 1. Select the scene.
- 2. Click on the Add button.

The Select image window will open.

🗓 Select image	for 'Scene 73,24	4,152,12 -	- Establishing	"Bailey Park".'			X
Look in	: 📋 My Docum	ents			-	ø 🕫 📰	
My Recert Documents Desistop My Documents My Computer	My Music My Pictures My Receive Snagit Cate	ed Files					
My Network Places	File name: Files of type:	Image Fi	les			- -	Open Cancel

- 3. Navigate to the location where the image to be added is stored.
- 4. Select the image.
- 5. Click **Open**.

The thumbnail image will be displayed in the upper left of the window.



The lower part of the window will display a larger image for easier viewing.



NOTE: Larger images may need time to process as they are compressed to be saved within the file. A gray square with three dots will be displayed while the image is processing.

Resize the Thumbnail Image

1. Click on the divider bar with the mouse until it becomes a double arrow and drag to resize the image.

Section 3: Add a Name for an Image

The path where the original image resides is also included, which can save search time if trying to locate the original image.

Click the **Close** button located in the upper-right of the window to return to the Breakdown Sheet.

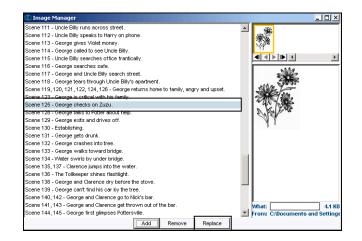
💼 Breakdown Sheet		
6660		Navigate By : Sheet 🗾
Day Number: 1		Date: Wed., Apr. 1, 20
Sheet Scene(s)	Int/Ext	Set
66 73,24,152,12	EXT	BACK ROOM DRUGSTORE
Synopsis		
Establishing "Bailey Park".		
Script Page(s) Script Day		Unit Sequence
91 Christmas E	ve	2nd Unit Back Story
Location		Est. Time Comments
		30 2nd Unit to Shoot Concurrently
Elements		
	1	3
mbers	Miscellaneous	1
1. George	Notes	
6. Mr. Gower		MA
2. Ma Bailey Jund Actors		
jund Actors		alle a
s		Site and
2. George's Rickety Car		-40 M
5. Martini's Rickety Truck		Mar
8. Liquor Bottle		
3. Poison Capsules		
5. Prescription Box		
8. Telephone		

The image will now be a part of the Breakdown Sheet representing the scene.

Section 4: Replace an Image

When an image has been selected, it may be replaced with another image.

- 1. Access the Image Manager.
- 2. Select the scene to replace the existing image.



3. Click on the **Replace** button.

The Select image window will open.

🗊 Select image f	or 'Scene 73,24	1,152,12 - Establishing "Bailey Park".'			X
Look in:	🗎 My Docume	ents	-	🏂 📂 🎫 📷	
My Recent Documents Desktop My Documents My Computer	C My Music My Pictures My Receive Snagit Cata	d Files			
My Network	File name:				Open
Places	Files of type:	Image Files		-	Cancel

- 4. Navigate to the location where the replacement image is saved.
- 5. Select the image.
- 6. Click Open.

The replacement image will be added to the selected scene.

7. Click the **Close** button to return to the Breakdown Sheet.

The replacement image will now be a part of the Breakdown Sheet representing the scene.

Section 5: Remove an Image from a Breakdown Sheet and Scene

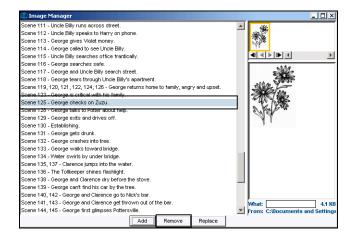
Images that are no longer needed may also be removed.

- 1. Access the Image Manager.
- 2. Select the scene where the image to be removed is located.
- 3. Click on the **Remove** button.



The image will be immediately removed.

4. Click the **Close** button to return to the Breakdown Sheet.



Chapter 11: Stripboard

The Movie Magic Scheduling 5 Stripboard has a similar look and feel to a traditional Stripboard. Each strip corresponds to one Breakdown Sheet. Each strip can be dragged and dropped with the cursor. This mimics a traditional Stripboard in which each strip can be picked up and replaced by hand.

Section 1: Access the Stripboard Manager

The Stripboard Manager allows easy access to managing and creating Stripboards for a schedule. Creating multiple Stripboards allows for planning different shooting scenarios. To access the Stripboard Manager:

1. Go to Schedule on the menu bar, and select Stripboard Manager.

🖥 Stripboard Manager 📃					
	3 8				
Name	Calendar	Start Date	End Date	Active 💙	
Default Striboard	Default Calendar	Sep 23, 2009	Sep 22, 2009	•	
Actor Scenario	6 Day Week	Apr 1, 2009	May 6, 2009	0	
Location Scenario	6 Day Week	Apr 1, 2009	Jun 3, 2009	0	
Scene Order	5 Day Week	Apr 6, 2009	Apr 5, 2009	0	

This opens the Stripboard Manager.

Section 2: Default Stripboard

A default Stripboard for a schedule already exists in Stripboard Manager. Use the Edit Board window to change the Stripboard name or calendar.

From the Stripboard Manager:

Two Methods:

- 1. Double-click on the field labeled **New Stripboard**.
- 2. Select the Stripboard listing and click on the Edit icon.

To access the Stripboard from the Breakdown Sheet, click on the Stripboard icon.

Section 3: Creating New/Multiple Boards

Several different Stripboards may correspond to the same calendar. Creating more than one calendar or Stripboard per schedule allows for viewing a schedule with different time scenarios (calendar and Stripboard) applied to it.

From the Stripboard Manager:

1. Click on the **New Stripboard** icon (CTRL + B / Mac: CMD + B).



DBR	3 8			
Name	Calendar	Start Date	End Date	Active 🔻
Default Striboard	Default Calendar	Sep 23, 2009	Sep 22, 2009	•
Actor Scenario	6 Day Week	Apr 1, 2009	May 6, 2009	0
Location Scenario	6 Day Week	Apr 1, 2009	Jun 3, 2009	0
Scene Order	5 Day Week	Apr 6, 2009	Apr 5, 2009	0

NOTE: If the Stripboard to be activated does not exist yet, it will need to be created before it can be used for the Stripboard.

The Edit Stripboard window will open.

in Edit Stripboard	l: New Stripboard	<u>- 0 ×</u>
Name	New Stripboard	
Calendar	5 Day Week	•
Description		
Script Version	Allow Multiple Da	ay Breaks
	ОК	Cancel

- 2. Enter a name for the new Stripboard in the Name field.
- 3. Select a calendar.

Ŵ	Edit Stripboard	New Stripboard		. D ×
	Name	New Stripboard		
	Calendar	5 Day Week		
	Description	5 Day Week 6 Day Week Actor Unavailable Default Calendar New Calendar		
	Script Version		Allow Multiple Day Bre	aks
			OK Cance	1

- 4. Optional: Enter a **Description.**
- 5. Optional: Enter the **Script Version**.
- 6. Select/Deselect Allow Multiple Day Breaks option (See the Glossary).
- 7. Click **OK**.

Edit Stripboard	: New Stripboard	
Name	New Stripboard	
Calendar	5 Day Week	_
	5 Day Week	
	6 Day Week	
Description	Actor Unavailable	
	Default Calendar	
	New Calendar	
Script Version		✓ Allow Multiple Day Breaks
		OK Cancel



The new Stripboard will be immediately listed in the **Stripboard Manager**. It will also be accessible from the Board drop-down menu on the Stripboard navigation bar.

🗰 Stripboard Ma	nager			- 🗆
DBC	š 🔇			
Name	Calendar	Start Date	End Date	Active 🔻
Actor Scenario	6 Day Week	Apr 1, 2009	May 6, 2009	0
Default Striboard	New Calendar	Sep 23, 2009	Sep 22, 2009	0
Example Stripboard	5 Day Week	Apr 6, 2009	Apr 5, 2009	0
Location Scenario	6 Day Week	Apr 1, 2009	Jun 3, 2009	0
Scene Order	5 Day Week	Apr 6, 2009	Apr 5, 2009	0

🗊 Stripboard - Example Stripboard	
	Example Stripboard Calendar: 5 Day Week
Example Stripboard Stripboard	.ocation Scenario Example Stripboard Actor Scenario
	Default Striboard Scene Order

Renaming a Stripboard

The default name for new Stripboards is New Stripboard.

- 1. Access the Edit Stripboard window for the Stripboard to be renamed.
- 2. Click to highlight the current name in the **Name** field.
- 3. Type a new name for the Stripboard.
- 4. Click OK.

Section 4: Changing the Active Board

Movie Magic Scheduling 5 allows for the selection of different Stripboards to be active for a schedule.

Two Methods:

From the **Stripboard**:

1. Select a different Stripboard from the **Board** drop-down menu located on the Stripboard navigation bar..



Or

From the Stripboard Manager:

1. Select the **Active** option for the Stripboard to become active.



🚺 Stripboard Mai	nager			_ D ×
\bigcirc \bigcirc \bigcirc	3 8			
Name	Calendar	Start Date	End Date	Active 🗡
Actor Scenario	6 Day Week	Apr 1, 2009	May 6, 2009	0
Default Striboard	New Calendar	Sep 23, 2009	Sep 22, 2009	۲
Example Stripboard	5 Day Week	Apr 6, 2009	Apr 5, 2009	0
Location Scenario	6 Day Week	Apr 1, 2009	Jun 3, 2009	0
Scene Order	5 Day Week	Apr 6, 2009	Apr 5, 2009	0

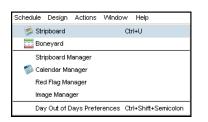
The newly selected active Stripboard will open immediately.

Section 5: Accessing the Stripboard

Once a Stripboard is created, it will be listed in the Stripboard Manager and will be accessible from the Schedule menu.

Two Methods:

1. Go to **Schedule** and select **Stripboard** (CTRL+U / Mac: CMD + U).



2. Click on the Stripboard Icon (Windows only).

🗊 Movie	🕻 Movie Magic Scheduling 5 - Wonderful Life Demo ¥5.msd									
File Edit	Breakdown Si	chedule De	sign Actio	ns Winde	ow Help					
New	Open Save	Print	Sheets	Board	Elements	Calendar	Close All	🔞 Help		

The Stripboard window will open.

Stripboard	Stripboard - Actor Scenario										
E I	P		48 😵 💙 💈 🔹	K 💉 🖃 🛛	Layout: Horizontal C 🗾 Board: Actor Scenario 💌 Calendar: 6 Day Week						
tor Scenario	r Scenario Stripboard										
2ND Unit to shoot exteriors											
Sheet #: 19	Scenes:	EXT	MAIN STREET	1.7.8.11.51	Est. Time						
14/8 pgs	18	Day	George takes a cab ride.		3:00						
Sheet #: 66	Scenes:	EXT	BACK ROOM DRUGSTORE	1.6.12	Est. Time						
2 2/8 pgs	73.24.152.12	Day	Establishing "Bailey Park".		-30						
Sheet #: 15	Scenes:	INT	BACK ROOM DRUGSTORE	1	Est. Time						
12/8 pgs	14	Day	Gower discovers his mistake.		2:24						
		ing D	ay 1 Wednesday, April 1, 2009 -	Ŭ							
Sheet #: 11	Scenes:	INT	BAILEY'S PRIVATE OFFICE	1. 5. 17.21	Est. Time						
22/8 pgs	10	Day	Potter and Peter Bailey fight - George intervene		6:00						
Sheet #: 99	Scenes:	INT	BANK	4.5.21.53	Est. Time						
2 1/8 pgs	107	Day	Uncle Billy taunts Potter, loses money.		3:45						
Sheet #: 101	Scenes:	INT	BANK	4	Est. Time						
2/8 pgs	109	Day	Uncle Billy searches pockets for money.		:46						
	Company Move										
Compai		-									
Compai	TY IVIOV Scenes:	EXT	BATTLEFIELD	8	Est. Time						



Tip: Double-click on a strip to access the corresponding Breakdown Sheet.

Section 6: Changing Layout Views

Movie Magic Scheduling 5 remembers the last layout that was viewed in the Strip Layout field of a Stripboard. The option is open to select a preferred Strip Layout. For example, the vertical view is more similar to the traditional Stripboards allowing the production information to be viewed as well.

From the Stripboard:

1. Select an option from the Strip Layout drop-down menu.

🗊 Stripboard - Actor Scenario										
	I 🄊		: 😼 😤 🧐 🕄	*	🖌 🧮 🐞 Layou	t: Horizontal B 🚬				
Actor Sc	enario Stripb	oard				Vertical ET 11 Vertical 14 Thin Horizontal				
2NE	2ND Unit to shoot exteriors									
	Scenes: 18	EXT	MAIN STREET	14/8 pgs.	CAST IDs: 1, 7, 8, 11, 5 VEHICLE IDs: 1, 9, 10	1Horizontal A Horizontal C				
	Scenes: 73,24,152,12	EXT	BACK ROOM DRUGSTORE	2 2/8 pgs.	CAST IDs: 1, 6, 12 VEHICLE IDs: 2, 5					
	Scenes: 14	INT	BACK ROOM DRUGSTORE	1 2/8 pgs.	CAST IDs: 1 VEHICLE IDs:					

The will display immediately the selected layout.

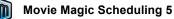
🗰 Stripboard - Actor Scenario																										
-= I 🖻 = 4 🖌 💙 🖉 🃒	*	Re	edo (C1	RL+Shi	i Lag	/out:	Vertic	al 11	<u>•</u>] Bo	ard:	Actor :	Scena	ario	•] C	alenc	tar:	6 Day	Week		<u>•</u>]			
Page Count			/8 2 2/			< 2 1A		2/			6/8	1/8	1 1/8		5/8			4/8	2/8	1 4/8	1/8		4/8		2.2/	2/8
Fage Count		Day	-	Vad Va	1 April 1	Day 1	Day	Night 5	• 			Night	à	Night	Night		Night -	Night a	Night	Night	Night 3		Day a	Night .	Night	Day Ved
IT'S A WONDERFUL LIFE			TORE	TORE	OFFICE							ORIO	REET	E AND MARY	 натон но 				œ	œ	N OFFICES					
Director Frank Capra Producer Frank Capra		STREET	00M DRUGS	BACK ROOM DRUGSTORE 14	S PRIVATE O	BANK BANK		IELD			BEDFORD FALLS 1	FALLS	2	M. 6E0R6	NO ON UNIVINI		NOC	AT RALING	OVER RIVE	BRIDGE OVER RIVER 158	G AND LOA				RY	т
Assistant Director Arthur S. Black Script Dated March 4, 1947		MAIN	r 18 T BACK RI 73 24 1	BACK RI									T BEDFORD		- BEDROC 5, 35								. CAB			- CHURCH s. 102
Character No George 1 Mary 2		<u>لنا</u>	EX See	N S	Ξ.	NT SOC	+	EXT	20:		EXT Sos.	<u>ي</u> ۵		Ξ ő 1/2	Ξ ő 1/2		Ξ ő 1/2	ы З С	ച്ച് 1	ພິ ຜິ 1	т Ser Т		LN 8 N 1/2		۵ <i>۵</i>	INT Scs.
Harry 3 Undle Billy 4 Mr. Potter 6 Mr. Cover 6 Entite 7 Sett 8 Oppone 10 Moder 11		78	6 3 12		5	4	4						3 6 7					10		8			7		10	
Charanos 10 Volvat 11 Ale Balley 12 Mrs. Hoth 13 Mr. Marini 14 Cousin Tily 16 Ante 16 Pater Saley 17 Cousin Tily 16 Pater Saley 17 Cousin Tily 16 Pater Saley 17 Cousin Tily 20 Coon 12					sages 17	21			/8 Pages							Pages	26								'8 Pages	

Section 7: Sorting Strips

This option allows for automatically rearranging strips into a specified order. There are unlimited sort levels in the Sort window, with each featuring a list of Breakdown Sheet Categories. **Level 1** represents the Category with the highest priority by which the strips are to be sorted.

NOTE: The Sort feature only works for scheduled strips. Strips that are in the Boneyard area are not included when conducting Stripboard Sort functions.

From the Stripboard:



1. Click on the Sort button, located on the Stripboard toolbar.

🗰 Stripboard	- Actor Scen	ario				
	P		¥	Ľ	Ø	a z

The Sort window will open.

×
Add
Order
OK Cancel

2. Click on the Add button to add a Sort level.

Add		Remove
	Order	,
Ascending		
		Order

Add additional sort levels by clicking the **Add** button. Delete sort levels by selecting the level to be deleted and clicking the **Remove** button.

- Specify the sort parameters by selecting Sort By and Order options. If Ascending is selected, the corresponding Sort Level will be listed in ascending order. Meanwhile, if Descending is selected, the corresponding Sort Level will be listed in descending order.
- 4. Click OK.

The Sort will occur immediately.

NOTE: All assigned Daybreaks will be deleted upon sorting.

Section 8: Production Information

Production Information includes such details as the production title, director's name, and producer's name.



1. Go to **Design** on the menu bar and select **Production Info**.

Picture Title : IT'S A				
Production No. :	541	ן נ		
Company :	RKO Productions Inc.	Prepared By :	EPS User	
Director :	Frank Capra] Timing :		
Producer :	Frank Capra	Episode No. :		
UPM :	John Doe	Misc. #1 :		
Assistant Director :	Arthur S. Black	Misc. #2 :		
Art Director :		Misc. #3 :		
Set Dresser :		Misc. #4 :		
Script Dated :	March 4, 1947	1		

The Production Info window will open.

- 2. Enter the correct information in the fields provided (Picture Title, Director, etc.).
- 3. Click OK.

🗰 Stripboard - Actor Scenario										
-= I 🔊 :	F 🕼 🖌 🖉 (S a								
		Page Count								
IT'S	IT'S A WONDERFUL LIFE									
Director	Frank Capra	_								
Producer	Frank Capra									
Assistant Director	Arthur S. Black	_								
Soript Dated	March 4, 1947									

The Header Board will immediately display the information entered for Production Info. The Production Info will also appear in the schedule reports.

The production cast list with Stripboard ID numbers is also available on the Stripboards vertical layout view.

🗰 Stripboard - Actor Scenario						
L L	P =	4	8 8 8	Ø	a z	
				Page	Count	
	IT'S A W	ON	DERFUL LIFE			
Director	Fra	nk C	apra			
Produce	er Fra	nk C	apra			
Assistan	t Director And	hur S	. Black			
Script D	ated Mar	rch 4	. 1947			
Character		No				
George Marv					1	
Harry					3	
Uncle Billy					4	
Mr. Potter Mr. Gower		6	Emie		5	
Bert		8	Joe		9	
Clarence		10	Violet		11	
Ma Bailev		12	Mrs. Hatch		13	
Mr. Martini		14	Cousin Tilly		15	
Annie		16	Peter Bailey		17	
Cousin Eustace		18	Ruth		19	
Pete Bailey		20	Goon		21	
Carter Sam Wainwright		22 24	Marty Maria Martini		23	
Ed		26	Freddie		20	
Nick		28	Tommy Bailey		29	
Janie Bailev		30	Charlie		31	
Tom		32	Zuzu Bailey		33	
Dr. Campbell		34	Mr. Carter		35	
Principal		36	Grumpy Old Man		37	
Jane Wainwright		38	Tollkeeper		39	
Mickey	-	40	Lawyer		41	



Chapter 12: Strip Appearance

Movie Magic Scheduling 5 allows for manually changing the strip design for a Stripboard. A strip's interior layout may be altered, and it is possible to specify the information that appears in the strip.

Section 1: Accessing the Strip Layout Manager

The Strip Layout Manager allows for managing active strip layouts. The Strip Layout Manager window lists existing strip designs, labeled by name, layout orientation, (horizontal or vertical) and size.



1. Go to **Design** and select **Strip Layouts** (CTRL + M / Mac: CMD + M).

Strip Layouts						×
$\square \square \square \square \square $	ଷ 🍞	B				
ሯ Strip Designs	Na 🔺	Orient	Height	Width	Active	Γ
Vertical	Horizon	Horizontal	0.5"	8.0"	0	-
	Horizon	Horizontal	0.5"	10.5"	0	
	Horizon	Horizontal	0.5"	8.5"	۲	1
	Thin Ho	Horizontal	0.2"	8.0"	0	
	Vertical	Vertical	0.375"	10.4"	0	
	Vertical	Vertical	0.375"	13.4"	0	-
,		1 1 1 I	0.00	11.00	~	

The Strip Layouts Manager window will open.

Strip Layout

This represents a horizontal strip.

Sheet #: She	Scenes:		Set	DN	ID LHA
Page pgs	Scenes	IC			

The Element boxes with blue text are dynamic fields that will retrieve information from Breakdown Sheets. The boxes with black text are static and will always display the contained text.

This represents a vertical strip.







Chapter 13: Strip Designer

Movie Magic Scheduling allows for the altering and designing of the appearance of strips.

Section 1: Access the Strip Designer

Two Methods:

From the Strip Layout Manager:

🗰 Strip Layouts					_ 0	×
	1 3					
问 Strip Designs	Na 🔺	Orient	Height	Width	Active	\square
Vertical	Horizon	Horizontal	0.5"	8.0"	0	
խ Horizontal	Horizon	Horizontal	0.5"	10.5"	0	
	Horizon	Horizontal	0.5"	8.5"	\odot	
	Thin Ho	Horizontal	0.2"	8.0"	0	
	Vertical	Vertical	0.375"	10.4"	0	
	Vertical	Vertical	0.375"	13.4"	0	
P	ler er e	h n n n	0.52	4.4 - 64	~	

• Double-click on the strip listing to be modified.

Or

• Select the strip listing to be modified then click on the **Edit** icon.

🕕 Strip Designer: Ha	rizontal A	- IN
	🖗 ≪ ≠ 🔽 🗆 — 💅 Aiat 🛨 🦻 🗴 I	٢
Category List Comments Current Strip DN	0 in 0 in 2 3 4 6 6 7 6 0 in Seconds: in in	I.
Element Sum Est. Time File Name	Page [pg] Revet Synopsis	
ID List IE Location Page Number		
Pages Red Flag Report Name	2 -	
Scenes Script Day Script Page	3 -	
Script Version Sequence		Þ

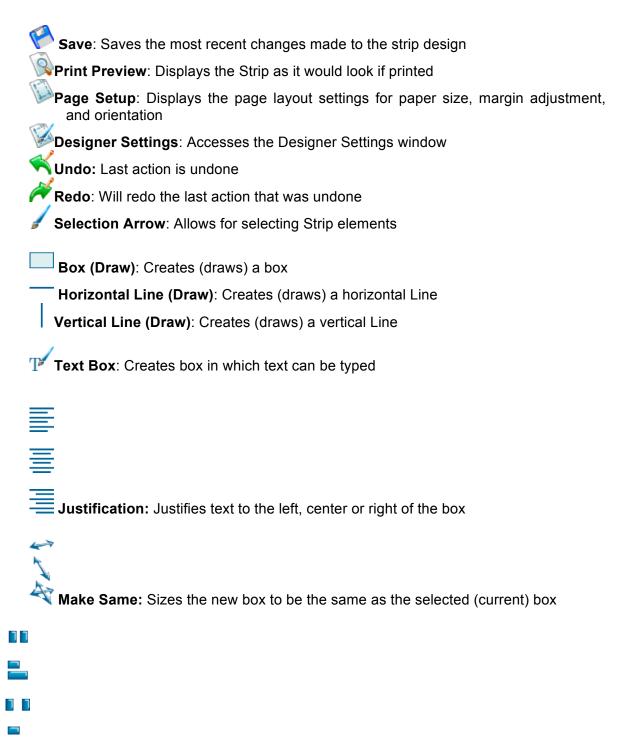
The Strip Designer window for the selected strip layout will open.

Section 2: Strip Designer Tools

The Strip Designer has its own set of tool icons at the top of the window, divided into two rows. These tools can be used to arrange and edit the content of strips.

There is a toggle button located at the end of the first row of tools that offers the option to hide the second row. To access to the second row again, click the **toggle** button.





Stack/Distribute: Stacks/Distributes boxes horizontally or vertically, nearer to or further from the top left-most box



Alignment: Aligns the new box with the selected (current) box
Wrap Text: Separates text into as many lines as can be accommodated in the box
Borders : Places an underline, overline, or box in a selected field; to see the borders, perform a Print or Preview

Font: Lists font options for strip text Font Size: Lists Font size options for strip text

- **B** Bold: Bolds selected text
- *I* **Italicize**: Italicizes selected text

Line Width: Designates width options for lines drawn



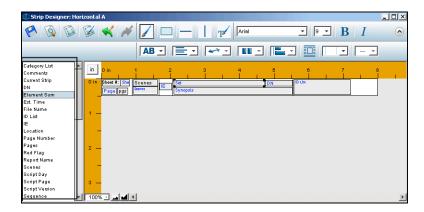
Zoom

Performing a "zoom in" on a Strip Layout allows for better viewing. This is useful for design purposes. A "zoom out" allows for seeing more of the layout at a reduced size. Content can also be modified while using the Zoom option.

100% 🛃 🖬 🖬

Section 3: Strip Elements

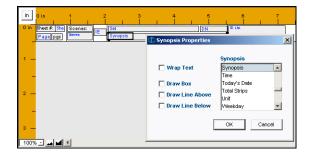
The Strip Elements are listed to the left of the Strip Layout. The Element listings represent the information content that can be added to the strips. Each Element box represents the area it will encompass on the actual strip.



Changing Strip Element Properties

Each Element box has its own set of unique properties. These can be edited to display different information or have a different look, such as having a box drawn around it.

1. Double-click on one of the Element boxes located on the strip layout.



The Properties window will open.

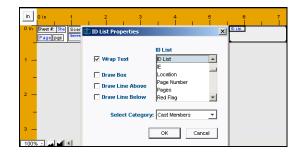
- 2. Modify the properties of the Element box.
- 3. Click OK.

The newly selected properties will be reflected once the layout is saved and the Stripboard is viewed.

Selecting ID List Property Categories

ID Lists display the Stripboard IDs of a specific Category. The Category the ID List represents can be specified.

1. Double-click on the ID List box.



The ID List Properties window will open.

2. Select the Category the ID List box is to represent.

TT MALLER Trend	D List
🔽 Wrap Text	ID List
Draw Box	Location
Draw Line Above	Page Number Pages
Draw Line Below	Red Flag 👻
Select Category	a Cost Members

3. Click OK.

The selected Category will now appear in the ID List box.

Editing the Element Sum Field

Element Sum fields display the total number of Elements of a specific Category. An Element Sum field on a strip layout can display numbers, text, or both numbers and text.

Double-click on the **Element Sum** box in the Strip Designer.

	Element Sum
Wrap Text	Element Sum
	Est. Time
Draw Box	File Name
Draw Line Above	ID List
Draw Line Below	IE
Diaw Line below	Location
Select Category	Background Actors
C Count	V Supress Zero Totals
C Text:	E
Text:Count	

The Element Sum Properties window will open.

- 1. Select one of the three options: Count, Text or Text: Count.
- 2. If **Text** or **Text: Count** is selected, enter the desired text in the box to the right.
- 3. To suppress display of a sum of zero, choose to suppress zero totals.
- 4. Click OK.



Adding New Element Boxes (from the Strip Element List)

Add new Element boxes to a Strip Layout by selecting from the side list of information Elements.

NOTE: This will not replace a current Element box. Instead, it will create a new one.



1. Select and drag an Element name from the list to the area on the strip where the Element box is to be located.

NOTE: The new Element box cannot be dropped into an area that is already occupied by another Element box.

2. Release the mouse button to drop the Element box into place.

The new Element box will appear immediately on the strip layout.

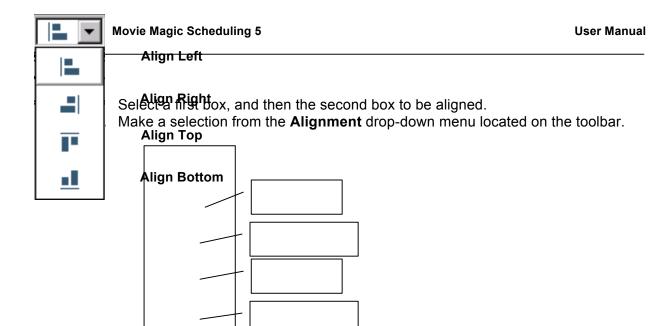
Aligning Element Boxes

Newly added Element boxes will not automatically align to the existing boxes on a strip. Shift Element boxes into place with the Alignment tool. There must be more than one box selected for the Alignment option to be active.

Tip: Hold down the CTRL key and click on the boxes to be aligned.

From the Strip Designer:

Two Methods:



- 1. Hold down the **Control** key.
- 2. Select the existing Element box to which the new box is to align.
- 3. Select the new Element box.
- 4. Right-click (Mac: CTRL + click) and select from the menu of alignment options.

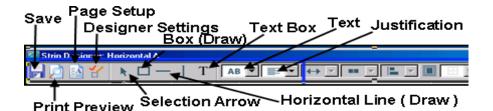
Script Dated	Сору	Ctrl+C
No	Cut	Ctrl+X
	Delete	Delete
	Align Left	
l6 Emie	Align Right	
8 Joe 10 Molet	Align Top	
12 Mrs. F	Align Botton	1

Section 4: Creating New Strip Elements

Although Movie Magic Scheduling provides default strip Elements, the Strip Designer provides tools that allow for creating personalized Elements.

Tools

Use these tools to create new Elements, such as boxes, lines, or text boxes in a strip design:



Creating New Design Elements

From the Strip Designer:

- 1. Click on a tool icon from the tool bar to select it.
- 2. Move the cursor to the area in the strip where the new Element (box, line, text box) is to be created or drawn.

The selection *a*rrow becomes a drawing tool (resembles a plus sign) the moment the cursor is in the strip layout area.

- 3. Click and hold the mouse button while moving the cursor in the direction the new property is to be drawn.
- 4. Once the new Element is complete, release the mouse.

The new Element will appear on the strip layout with small black pegs (squares) at each corner.

Tip: To delete a design, use the **selection arrow** to select the Element to be deleted, and then hit the **Delete** button on the keyboard.

Section 5: Creating a Text Box

The Text Box tool allows for creating a static text box.

- 1. Click on the **Text Box** tool.
- Move the cursor to the area in the strip where the text box is to be created or drawn.

The moment the cursor enters the strip layout area, the arrow turns into a cross (or plus sign). The cursor becomes a drawing tool when it is in the cross form.

- 3. Click and hold the mouse button while moving the cursor in the direction of where the text box is to be drawn.
- 4. Once satisfied with the size and location of the text box, release the mouse.

An Edit window will open.

5. Enter the new text.



- 6. Select attributes for the new text box from options located to the left of the text field.
- 7. Click **OK** when finished.

Text Properties			X
Wrap Text Draw Box Draw Line Above Draw Line Below	Please enter y	our text:	
		ОК	Cancel

Section 6: Resizing a Strip Element box

The Selection Arrow tool must be activated to resize an element.

1. Select the Element to be altered or reshaped.

The moment an Element is selected, small black pegs appear at each corner of the Element. The pegs appear automatically if the Element was just created.

- 2. Grab one of the pegs by clicking and holding down the left mouse button.
- 3. Drag the peg until satisfied with the shape of the item drawn. Release the mouse button.

Section 7: Strip Text Appearance

A schedule's strip text is highly editable in that it is possible to edit specific strip Element text or Banner/Day Break/Area text.

Strip Element Text

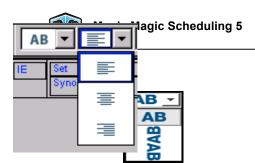
Strip Element text is the text that appears in specific Element boxes within the strips. A drop-down menu of fonts and font sizes can be found on the Strip Designer tool bar. In the same location are the bold and italicize tools.

Changing Text Orientation

The orientation of Element box text may be changed by selecting a direction from the Text Orientation list of options, available on the Strip Designer tool bar.



- 1. Select the Element field (box) to change the text direction.
- 2. Select a text direction from the Text Orientation list of options.

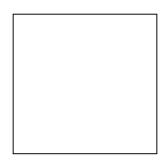


Changes of direction will be seen immediately on the Strip Designer.

Justifying Text

From the Strip Designer:

- 1. Select the Element field (box) to begin changing the text justification.
- 2. Select a text justification from the Text Justification list of options, available on the toolbar.





The selected Element text will now be displayed with the new justification.

NOTE: Changing the text direction will disable the alignment buttons.

Strip Fonts

- 1. Select the Element field (box) to begin changing its font.
- 2. Select a new font style from the font list of options, available on the toolbar.

Arial	-
Arial	-
Arial Black	
Arial Narrow	
Arial Unicode MS	
Book Antiqua	
Bookman Old Style	
Bookshelf Symbol 7	
Calibri	-

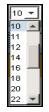
The selected field text will now be displayed in the new font.

Changing Font Size

1. Select the Element field (box) to begin changing its font size.



2. Select a new font size from the font list of options, available on the toolbar.



The selected field text will now be displayed in the new font size.

Bolding or Italicizing

- 1. Select the Element field (box) to begin changing its font size.
- 2. Click on either the **Bold** or **Italicize** icon, available on the toolbar.

	Arial	•	10 🔻	B	Ι
--	-------	---	------	---	---

The Stripboard text will now be displayed with the new text style.

Section 8: Banner/Day Break/Area Text

Edit Banner/Day Break/Area text appearance by accessing the **Designer Settings** window. The sample text directly below the setting options will display the setting changes immediately after they are made.

From Strip Designer:

Click on the **Designer Settings** icon.



The Designer Settings window will open.



Name: Vertical 11		
Orientation: ⓒ Vertical	C Horizontal	🔽 Display Est. Time In Banner
Width	Height	Header Width
O 11"	⊙ 3/8"	5.0
O 14"	C 1/2"	
C 15"	C 5/8"	
C 18"	C 3/4"	
Custom: 10.4	C Custom:	
^{Banner} <u> </u>	<u>18</u> B	
Day Break Text	ng Day}{Shooting Date}{	
		1
Shooting Day	Shooting Date	Pages
Est. Time Total	Weekday	

Designer Settings Options

First select whether the Banner, Daybreak, or Area text is to be modified. Each selection has its own settings saved.

Font	
Banner 💌	Arial _ 18 _ B I = _
Banner Day Break	aut
Area	ext

Modifying Text Settings

- 1. Click on the field to reveal a drop-down menu of font type options.
- 2. Click on the field to reveal a drop-down menu of font size options.
- 3. Choose whether the text should be bold or italicized.
- 4. Select the justification options
- 5. Click OK.

The changes will be applied immediately to a schedule once the layout is saved.

Font		
Day Break 💌 Arial	<u>▼</u> 14 <u>▼</u> B	
Sample Text		
-Day Break Text End of Shooting Day (Shooting)	Day) (Shorting Data) (Reg	an) Borran
End of Shooling Day (Shooling	Day / (Shooting Date / (Fage	cs/Fages
Shooting Day	Shooting Date	Pages
Est. Time Total	Weekday	
		OK Cancel

Day Break Text



Text that appears in the Daybreak of each created strip layout is customizable. It can include Interpreted Text, which will automatically populate with information from the schedule. There are five buttons that will generate the Interpreted Text located at the bottom of the window.

- 1. Include Interpreted Text entry in the **Day Break Text** field.
- 2. Include the Shooting Day by choosing **Shooting Day**.
- 3. Include the Shooting Date by choosing **Shooting Date**.
- 4. Include Pages by choosing **Pages**.
- 5. Include the Est.(estimated) Time Total by choosing Est. Time Total.
- 6. Include the Weekday by choosing **Weekday**.

 Break Text	Day}{Shooting Date}{Page	s) Pages{Weekday}
Shooting Day	Shooting Date	Pages
Est. Time Total	Weekday	
		OK Cancel

Strip Size

Resize the strips by selecting from pre-set heights and widths or enter a custom size.

From the Strip Designer:

1. Click on the **Designer Settings** icon.



The Designer Settings window will open.

Name: Vertical 11		
Orientation: 💿 Vertical	C Horizontal	🔽 Display Est. Time In Banners
Width	Height	Header Width
O 11"	© 3/8"	5.0
C 14"	C 1/2"	
C 15"	C 5/8"	
O 18"	O 3/4"	
Custom: 10.4	C Custom:	
Font		
Banner 💌 Arial	<u>→</u> 18 → B	
Sample Text		
End of Shooting Day (Shootir	ng Day}{Shooting Date}{F	Pages}Pages
Shooting Day	Shooting Date	Pages
Est. Time Total	Weekday	

White: Int/Day Movie Magic Scheduling 5 Yellow: Ext/Day Blue: Int/Night Green: Ext/Night

- 2. Select the layout orientation to resize (vertical or horizontal).
- 3. Select the size settings wanted (width, height, header width).

Two Methods:

- Select from the sizes provided.
- Select the custom option and manually enter sizes in the field provided.
- 4. Click OK.

Section 9: Strip and Strip Text Colors

Movie Magic Scheduling has default colors assigned to Int/Ext, but color strips can be customized.



Strip Colors

Assigning colors to the strips allows for readily discerning whether a scene is interior or exterior, day or night. The combination of Int/Ext and Day/Night settings will determine the color of the strip.

Design	Actions	Window	Help
🧭 F	Report Lay	outs (trl+R
= 2 :	Strip Layou	ats (tri+M
(Category N	tanager	
- 🛃 :	Strip Color:	5	
F	Production	Info	

1. Go to **Design** and select **Strip Colors**.

The Strip Colors window will open.

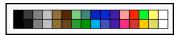
	INT	ВЛ	INT/EXT									Other
Day	0	1	2	3	4	5	6	7	8	9	10	11
Night	12	13	14	15	16	17	18	19	20	21	22	23
Morning	24	25	26	27	28	29	30	31	32	33	34	35
Evening	36	37	38	39	40	41	42	43	44	45	46	47
	48	49	50	51	52	53	54	66	56	57	58	59
	60	61	62	63	64	65	66	67	68	69	70	71
	72	73	74	76	76	77	78	79	80	81	82	83
	84	85	86	87	88	89	90	91	92	93	94	95
	96	97	98	99	100	101	102	103	104	105	106	107
	108	109	110	111	112	113	114	115	116	117	118	119
	120	121	122	123	124	125	126	127	128	129	130	131
Other	132	133	134	135	136	137	138	139	140	141	142	143
Selected Day Brea Banner S	ık Strip(#)			Backgr Text	ound		Doub	e click a	anywher	e on pale	tte for	custom col

2. Select the field and click on it to assign a color.

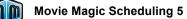
NOTE: If there are no labels in the top cell or left-most cell, they may be added. When added, they will appear in the respective drop-down menus of the Breakdown Sheet.

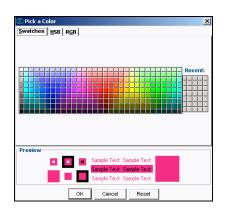
	INT	B(T	INT/EXT									Other
Day	0	1	2	3	4	5	6	7	8	9	10	11
Night	12	13	14	15	16	17	18	19	20	21	22	23
Morning	24	25	26	27	28	29	30	31	32	33	34	35
Evening	36	37	38	39	40	41	42	43	44	45	46	47
	48	49	50	51	52	53	54	66	56	57	58	59
	60	61	62	63	64	65	66	67	68	69	70	71
	72	73	74	76	76	77	78	79	80	81	82	83
	84	85	86	87	88	89	90	91	92	93	94	95
	96	97	98	99	100	101	102	103	104	105	106	107
	108	109	110	111	112	113	114	115	116	117	118	119
	120	121	122	123	124	125	126	127	128	129	130	131
Other	132	133	134	135	136	137	138	139	140	141	142	143
Selected Day Brea Banner S	ık Strip(s)			Backg Text	round		Dou	ble click	anywhe	re on pa	lette for	custom c

3. Select a color from the color palette.



NOTE: Double-click on the color palette for additional color selections.





Now when that combination of Int/Ext and Day/Night settings is selected on the Breakdown Sheet, the strip will appear in the color chosen.

Selected Strip/Day Breaks/Banner Colors

The color of Daybreaks, Banners, and strips can be selected.

From Strip Colors window:

- 1. Select Selected Strips, Day Break Strip(s) or Banner Strip(s), which are located in the lower left corner.
- 2. Select a color.
- 3. Click OK.

The changes will be reflected on the Stripboard immediately.

NOTE: The top edge of each Breakdown Sheet will be bordered by the strip color designated for that Breakdown Sheet. If the Breakdown Sheet is designated as **Exterior Night**, the top edge will display the color that is designated for Exterior Night in the Strip Colors window.

🗊 Breakdown Sheet		
		Navigate By : Active Board
Day Number: 1		Date: Mon., Apr. 6, 2009
Sheet Scene(s)	Int/Ext Set	<u>ح</u>
Synopsis George takes a cab ride.		
Script Page(s) Script Day 21 1928	Unit	Sequence ▼ Back Story
Location	Est. Time	Comments EPK on Set

Strip Text Color

Colors may also be assigned to the text that appears in strips, such as the scene numbers and time of day. This feature is useful for assigning contrasting colors to the strips and strip text to make the text more visible.

From the Stripboard:



1. Go to **Design** on the menu bar and select **Strip Colors**.

The Strip Colors window will open.

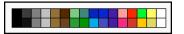
NOTE: Buttons to select either Background or Text are located in the lower left of the Strip Colors window.

2. Select the **Text** option in the lower left of the window.



The Text Color editing window will be activated.

3. Click the box that corresponds to the strip to assign it text color.



4. From the color palette, click on the color wanted for that strip's text.

The selected strip's text will now be displayed in the chosen color.



Chapter 14: Scheduling Strips

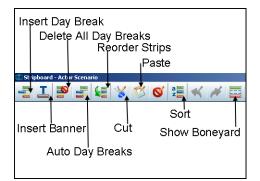
When a Stripboard is initially accessed, all of the strips are housed in the Scheduled Area unless the preference is set to place them in the Boneyard (see the **Preferences** section for more info). If there are no strips in the Scheduled Area, may have to move them from the Boneyard to the Scheduled Area:

1. Access the Boneyard: Click on the **Show Boneyard** icon.



- 2. Select all strips (CTRL+A, Mac: CMD + A).
- 3. Click and drag them to the Scheduled Area in the Stripboard window.

Section 1: Tool Icons



• Strip Layout: Allows swapping between Strip Layouts



• Board: Allows swapping between different Stripboards



Calendar: Allows swapping between different Calendars

Calendar:	5 Day Week 📃 💌
	Actor Unavailable
	6 Day Week
	5 Day Week



Section 2: Scheduling a Day Break

This is an essential step: A Day Out of Days report cannot be generated without scheduled Day Breaks.

NOTE: Newly inserted Day Breaks appear *after* the selected strip.

- 1. Select the strip immediately before the desired location for the Day Break.
- 2. Insert the Day Break.

Two Methods:

- Click on the Insert Day Break icon.
- Right-click (Mac: CTRL + click) and select Insert Day Break (CTRL+ Comma, Mac: CMD + Comma).

The Day Break will be added to the Stripboard with the Day Break date inside. The dates are set automatically based on the production start date in the calendar assigned to the Stripboard (see the Calendar section for more information).

2ND Unit to shoot exteriors					
Sheet #: 19	Scenes:	EXT	MAIN STREET	1.7.8.11.51	Est. Time
1 4/8 pgs	18	Day	George takes a cab ride.		3:00
Sheet #: 66	Scenes:	EXT	BAILEY PARK		Est. Time
2/8 pgs	73	Day	Establishing "Bailey Park".		:30
End	End of Shooting Day 1 Monday, April 6, 2009 1 6/8 Pages Time Estimate: 3:30				

Auto Day Breaks

Adding Auto Day Breaks is a quick way to schedule Day Breaks for the entire Stripboard schedule at one time. There will be a prompt to designate the maximum number of pages to schedule for each day. This number is the maximum number of pages that will appear between Day Breaks.

1. Click on the Auto Day Breaks icon.

Auto Day Breaks	X
Maximum Pages Per Day	
3.0	
OK Cancel	

The Auto Day Breaks, Maximum Pages Per Day prompt will open.

- 2. Enter the maximum number of pages/strips to be scheduled per Day Break.
- 3. Click OK.

Day Breaks will be scheduled immediately into the entire Stripboard, spaced according to the Maximum Pages Per Day specified.

To move Day Breaks, simply select and drag them following the same process as dragging a regular strip.



Section 3: Scheduling a Banner

A Banner is simply a strip or label to mark a holiday or event or to simply note something that is happening during production.

NOTE: Newly inserted Banners appear *after* the selected strip.

Section 4: Customize a Banner from the Stripboard

Various options are available for customizing individual Banners. Customizing Banners allows individual Banners to stand out if the information is critical.

- 1. Select the strip immediately before the desired location for the Banner.
- 2. Insert the Banner.

Two Methods:

- Click on the Insert Banner icon.
- Right-click (Mac: CTRL + click) and select Insert Banner (CTRL + B / Mac: CMD + B).
- 3. An Edit box will open.

Banner Text		×
Example		
Est. Time 🔤 :		
Arial	▼ 18 ▼ Plain ▼ Color	
	ок	Cancel

Choose the options to customize a Banner.

- Enter text in the text field.
- Enter **Est. Time** in the time field in hours and minutes (Optional).
- Click the down arrow to select another font (Optional).
- Click the **down arrow** to select a different font size (Optional).
- Click the **down arrow** to choose a different text appearance (Optional).
- Double-click on the Color Palette button to change the font color (Optional).

🗰 Pick a Color	X
Swatches HSB RGB	
	Recent:
┃ ╴ ╴ ╴ ╴ ╴ ╸ ╸ ╸ ╸ ╸ ╴ ╴ ╴ ╴ ╴ ╴ ╴ ╴ ╴ 	
Preview	
Sample Text Sample Text	
Sample Text Sample Text	
Sample Text Sample Text	
OK Cancel Reset	



- Click on a color.
- Click **OK** to accept the color.
- 4. Click **OK** in the Edit Box when done.

The new customized Banner will now be added to the Stripboard.

Modify a Customized Banner

1. Double-click on the Banner.

The Edit Box will open.

Banner Text	×
Example	
Est. Time :	
Arial	V 18 V Plain V Color
	OK Cancel

- 2. Make modifications.
- 3. Click **OK** to accept the changes.

Copy a Banner or Day Break

- 1. Highlight the Banner or Day Break.
- 2. Right-click (Mac: CTRL + click) on the Banner or Day Break.
- 3. Select Edit +Copy (CTRL + C / Mac: CMD + C)
- 4. Select the position where the Banner or Day Break is to be pasted.
- 5. **Paste** (+V) the Banner or Day Break.

The Banner or Day Break will be pasted underneath the highlighted row, which may be a strip, another Banner, or Day Break.

Section 5: Delete a Day Break or Banner

- 1. Select the **Day Break** or **Banner** to be deleted.
- 2. Delete the selected Day Break or Banner.

Two Methods:

- Hit the **Delete** key on the keyboard.
- Right-click (Mac: CTRL + click) and select Edit, then Delete.

The selected Banner/Day Break will be deleted immediately.

Section 6: Delete All Day Breaks

Two Methods:



- 1. Click_on the **Delete All Day Breaks** icon.
- 2. Right-click (Mac: CTRL + click) and select Delete, then All Daybreaks.

All of the Day Breaks will be deleted.

Section 7: Cut and Paste

Strips may be cut and pasted within the Scheduled area and/or the Boneyard.

- 1. Select the strip to cut from the Scheduled area or Boneyard.
- 2. Cut the strip.

Three Methods:

1. Click on the **Cut** icon.

Or

- 1. Right-click (Mac: CTRL + click).
- 2. Select Edit and then Cut.

Or

1. Hit CTRL + X (Mac: CMD + X)

The cut strip will be shaded in gray with slanted lines.

End of Shooting Day 1 Monday, April 6, 2009 1 6/8 Pages Time Estimate: 3:30						
Sheet #: 25 1/8 pgs	Scenes: 24	EXT Day	BAILEY BUILDING AND LOAN SIGN OVER EI Establishing Bldg. & Loan sign.			Est. Time :45
Sheet #: 131 1 2/8 pgs	Scenes: 152	EXT Night	BAILEY HOME George is rejected by his mother.	1. 12		Est. Time :45
Sheet #: 13 5/8 pgs	Scenes: 12	INT Day	BACK ROOM DRUGSTORE Mr. Gower hits George in a drunken fury.	1.6		Est. Time 1:30
			B-DY EDDA OF DOSTORE			

Cut Multiple Strips in Consecutive Order

- 1. Select the strip and hold down the **Shift** key.
- 2. Click on the first strip of the range of strips above the selected strip to be cut. The range of strips becomes highlighted.
- 3. Use one of the methods described above under Cut to complete the process.

Cut Multiple Strips in Non-Consecutive Order

- 1. Hold down the CTRL key (Mac: CMD key) and select the strips to be cut.
- 2. Use one of the methods described above under Cut to complete the process.



Pasting Strips

This function allows for reintroducing a cut strip(s) to the Scheduled area or Boneyard.

Three Methods:

- 1. Select the strip immediately before the desired location for the cut strip(s).
- 2. Click on the **Paste** icon (CTRL+V / Mac: CMD + V).

The strip(s) will be inserted automatically into a chosen spot.

Or

- 1. Select the strip immediately before the desired location for the cut strip.
- 2. Right-click (Mac: CTRL + click) and select **Paste** from the **Edit** menu.

Or

1. Hit CTRL + V (Mac: CMD + V)

The strip(s) will be inserted automatically into the chosen spot.

NOTE: It is possible to cut and paste strips between the Scheduled area and the Boneyard.

Section 8: Delete a Strip

Strips may be permanently deleted from the Stripboard or Boneyard if they are no longer needed. This will also delete the Breakdown Sheet associated with the strip.

- 1. Select the strip.
- 2. Delete the strip.

Three methods:

1. Right-click (Mac: CTRL + click) and select Edit + Delete

Or

1. Click on the **Delete** icon.

Or

1. Press the delete key on the keyboard.

A confirmation window appears.

Warning Message						
?	Are you sure you want to delete the selected Strip view(s) and associated Breakdown Sheet?					
	Click Cancel or OK to continue.					
	OK Cancel					

3. Click OK.

The strip will be deleted from the Stripboard, as well as the associated Breakdown Sheet.

Delete Multiple Strips in Consecutive Order

- 1. Select the strip and hold down the **Shift** Key.
- 2. Click on the first strip of the range of strips above the selected strip to be deleted.

The range of strips becomes highlighted.

3. Use one of the methods described above under **Delete a Strip** to complete the process.

Delete Multiple Strips in Non-Consecutive Order

- 1. Hold down the CTRL key (Mac: CMD Key) and select the strips to be deleted.
- 2. Use one of the methods previously described under **Delete a Strip** to delete the strips.

Section 9: Click and Drag Strips

A quick method to move strips is by clicking and dragging. Transfer them back and forth as needed between the active Schedule and the Boneyard.

Move a Strip from the Boneyard to the Active Schedule

- 1. With both the Boneyard and the Scheduled area windows open, select the strip to be moved from the Boneyard to the active Schedule.
- 2. Click and drag the strip to the desired location on the board.
- 3. Release the mouse button to drop the strip into its new location.

Move a Strip from the Active Schedule to the Boneyard

- 1. With the Scheduled area and Boneyard windows open, select the strip to be moved from the active Schedule to the Boneyard.
- 2. Click and drag the strip to the desired location on the Boneyard.
- 3. Release the mouse button to drop the strip into its new location.

NOTE: Move strips within the active Schedule or Boneyard into a different position by clicking and dragging.



Section 10: Reordering Strips

Reordering Strips function allows for placing strips in a new order without manually dragging each strip to its new location. Simply type the Sheet numbers in the order they are to appear on the Stripboard.

NOTE: It is essential to know the exact order in which strips will ideally appear.

1. Click on the **Reorder Strips** icon.

The Reorder Strips window will open.

Reorder Strips		×
Enter the sheet numb	ers in their new orde	r
(each one on a new li	ne):	
	ок	Cancel

2. Enter the new order the strips are to appear in (one sheet number per line).



3. Click OK.

Stripboard	- Actor S	cenari	0		
I	1		48 😵 💙 🔮 🖣	🖌 🎽 🚍 🚺	Layout: Horizontal C
tor Scenario	o Stripboa	rd			
Sheet #: 1	Scenes:	EXT	BEDFORD FALLS		Est. Time
	1	Night	Voice over prayers for George.		
Sheet #: 2	Scenes:	EXT	HEAVEN		Est. Time
	2	Night	Joseph and Clarence discuss George Bailey.		
Sheet #: 3	Scenes:	EXT	FROZEN RIVER AND HILL	1.0	Est. Time
	9	Day	George saves Harry from drowning.		
Sheet #: 4	Scenes:	EXT	MAIN STREET BEDFORD FALLS	1. S	Est. Time
5/8 pgs	4	Day	George and boys go to drugstore.		

The new sheet order will be implemented immediately. The newly reordered strips will be highlighted.



Section 11: Undo/Redo

Movie Magic Scheduling 5 allows for unlimited use of Undo (CTRL + Z / Mac: CMD + Z) and Redo (CTRL + Shift + Z / Mac: CMD + Shift + Z) in the Stripboard and Boneyard up until the last Save action. Carry out a number of actions, such as cutting strips, moving strips, sorting strips, modifying text on a Banner, moving Day Breaks and undoing up until the last time a save was performed.

Section 12: The Boneyard

Think of the Boneyard as a warehouse for unused strips. The Boneyard can be conveniently accessed at anytime to view these warehoused strips and to move any of them to the active Stripboard if needed. Meanwhile, strips can just as easily be returned to the Boneyard if they are no longer necessary for an active schedule.

Access the Boneyard

Three Methods:

1. While in the Stripboard, from the **File Menu**, go to **Actions**, and select **Show Boneyard**.

Actions Window Help	
📲 Insert Day Break	Ctrl+Comma
Insert Banner	Ctrl+B
Pelete All Day Breaks	:
🚽 Auto Day Breaks	
🙀 Reorder Strips	
🦋 Cut Strips	Ctrl+X
💕 Paste Strips	Ctrl+V
💕 Delete Strip(s)	
📜 Sort	Ctrl+T
Show Boneyard	

Or

1. Click on the Show Boneyard icon.

Or

- 1. Right-click (Mac: CTRL + click) anywhere on the Scheduled area.
- 2. Select Goto, choose Boneyard (CTRL + 5, Mac: CMD + 5).

The Boneyard window will open.

NOTE: The Boneyard can be identified by the blue border of the window.

đ	Boneyard	- Actor Sc	enario	_ 0
5	E I		8	🛯 🕙 \prec 🎽 🔤
40	tor Scenario	o Boneyar	ł	
	2ND Ur	nit work	s too	lay
	Sheet #: 26	Scenes:	INT	BAILEY BUILDING AND LOAN OFFICE
	42/8 pgs	25	Day	B & L Directors meeting.
	Sheet #: 20	Scenes:	INT	BAILEY DINING ROOM
	63/8 pgs			
	Sheet #: 51	Scenes:	EXT	BUILDING AND LOAN
	2/8 pgs	50	Day	Anxious crowd outside bank.
	Sheet #: 53	Scenes:	EXT	BUILDING AND LOAN
	3/8 pgs	52	Day	George greets the bank mob.
	Sheet #: 31	Scenes:	EXT	FRONT PORCH - BAILEY HOME
	1 1/8 pgs	30	Night	Family photo.
	Sheet #: 23	Scenes:	EXT	FRONT PORCH OF HOUSE
	2/8 pgs	22	Night	Grumpy old man watches George & Mary.
	Sheet #: 17	Scenes:	INT	GOWER'S DRUGSTORE
	3/8 pgs	16	Day	George re-visits drugstore.
	Sheet #: 21	Scenes:	INT	HIGH SCHOOL GYM
	6 1/8 pgs			
	Sheet #: 32	Scenes:	EXT	HOUSE
		01	Night	George & Mother's heart-to-heart.
	Sheet #: 16	Scenes:	INT	LUGGAGE SHOP
	2 2/8 pgs	15	Day	George buys luggage.
	Sheet #: 27	Scenes:	INT	OUTER OFFICE - BLDG. AND LOAN
	16/8 pgs	26	Day	George is offered B & Ljob.
	Sheet #: 24	Scenes:	EXT	STREET
		20	Night	George and Many make a wish.
	Sheet #: 22	Scenes:	EXT	TREE-LINED RESIDENTIAL STREET
	63/8 pgs	21	Night	George and Mary's moonlight walk.

Move a Strip to the Scheduled Area

- 1. Right-click (Mac: CTRL + click) on a strip. The selection will be highlighted in the color earlier assigned. Red is the default highlight color.
- 2. Select Move To Stripboard.

Or

1. Click and drag the strip to the Stripboard window.

Move Several Strips at a Time

- 1. Hold down the CTRL key and click on several strips.
- 2. Right-click (Mac: CTRL + click) and select **Move To Stripboard**.

Or

1. Click and drag the strips to the Stripboard window.

To view the moved strip(s), access the Active Stripboard.

Access the Active Stripboard from the Boneyard

Three Methods:

1. From the File Menu, go to Actions and select Show Stripboard.



Actions Window Help	
📲 Insert Day Break	Ctrl+Comma
T Insert Banner	Ctrl+B
Polete All Day Breaks	
😽 Cut Strips	Ctrl+X
觉 Paste Strips	Ctrl+∀
💕 Delete Strip(s)	
show Stripboard	

Or

1. Click on the Show Stripboard icon.



Or

- 1. Right-click (Mac: CTRL + click) anywhere on the **Boneyard**.
- 2. Select Goto, and choose Stripboard (CTRL + 5 / Mac: CMD + 5).

The Stripboard window will open and the selected strip(s) will be located at the end of the Scheduled area.

Section 13: Hide Header Board Vertical Strip Layout

In a Vertical Strip Layout, it is possible to toggle between showing or hiding the Header Board.

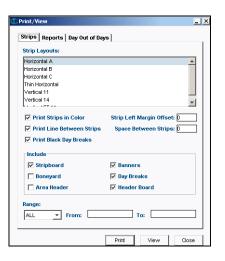
Click on the Hide/Show Header Board icon.



Section 14: Printing Strips

The strips may be printed.

1. Go to File and select Print/View.



- 2. Click on the **Strips** tab.
- 3. Select the Strip Layout to be printed.
- 4. Select the options to be applied to the printed strips.
- 5. Choose to print all the strips or select a specific Range.
 - ALL: Prints all the strips in the active Stripboard
 - SELECTED: Prints selected strips (in red) in the active Stripboard
 - DAYS: Prints a range of scheduled days from the active Stripboard
 - DATES: Prints a range of scheduled strips between specific dates from the active Stripboard
 - **SCENES**: Prints a range of specific scene numbers from the active Stripboard
 - **SHEETS**: Prints a range of specific sheet numbers from the active Stripboard

Range:	
ALL	_
ALL	
Selected	
Days	
Dates	
Scenes	
Sheets	

6. Click on **View** for a print preview, or click **Print** to print the strips immediately.

NOTE: Page Setup options for printing strips are located on the Strip Designer toolbar.

Chapter 15: Find Tool

The Movie Magic Scheduling 5 Find Tool is used for locating data that was entered into the Breakdown Sheet fields and displays the results on the Breakdown Sheet or Stripboard. Depending on the find parameters set, different buttons will be activated for each find type.

Section 1: Access Find

Edit	Breakdown	Schedule Design	١
	🖌 Undo	Ctrl+Z	
1	💕 Redo	Ctrl+Shift+Z	
4-	🧲 Cut	Ctrl+X	
5	🍏 Сору	Ctrl+C	
1	🎽 Paste	Ctrl+V	
	💕 Delete	Delete	
	Select All	Ctrl+A	
0	🎸 Find	Ctrl+F	
	Find Sheet	Ctrl+G	
	Find Scene	Ctrl+J	
	Find Advance	ed	
	Find Replace	•	
	Find Next	F3	
	Find Previou	s Shift+F3	
	Preferences	Ctrl+Semicolor	h

1. Go to Edit, select Find (CTRL + F / Mac: CMD + F).

The Find/Select window will open.

Also located in the **Find** portion of the **Edit** menu are frequently accessed Find functions, such as:

- Find Sheet (CTRL + F / Mac: CMD + F)
- Find Scene (CTRL + G / Mac: CMD + G)
- Find Next (F3)
- Find Advanced
- Find Replace

Section 2: Find Window Navigation

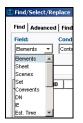
The Find window comprises a series of drop-down menus and buttons that allow for easy searching.



	ondition: Value:		Find
	Containing 💌		Find All
Category: All Categories	Sear	ch Elements	Find Next
Board ID	Element	Category	Find Prev
			Close
			Ciose
			₹
			₹
			Close
			 Close Close Close
			<u> </u>
			₹ €
			<u></u>

Field

The Field drop-down menu comprises the field labels that make up a schedule's Breakdown Sheet, e.g., Elements, Sheet, Set, Scenes, and Synopsis.



Condition

Specify parameters to narrow Find results.



- Equal To: To find results that exactly match the Value entered
- **Containing**: To find results that contain segments (either whole phrases or single words) of the Value entered
- Starts With: To find results that begin with the Value entered

Value

Enter the data being searched for.

Category

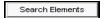


This field is active only when conducting an **Element Find**. Select the specific Category in which to search.

Category:	
All Categories	<u>_</u>
All Categories	
Cast Members	
Background Actors	
Stunts	
Vehicles	
Props	
Camera	
Special Effects	-

Search Elements

This is only active when conducting an Element Find. Click to run a search within the Elements list. Click this button to locate a Value within a long list of Elements.



Look In

Specify whether to run the search in the Breakdown Sheets or in the Stripboard. Choosing will immediately bring up the Breakdown Sheet or Stripboard once **Find** is clicked.



Find Buttons

- **Find:** Locates the first occurrence of the data
- Find Next: Locates the next occurrence of the data
- Find All: Locates all occurrences of the data (not active for Look in Sheets option)

Section 3: Using Find

- 1. Select an option from the Field drop-down menu.
- 2. Specify a **Condition**.
- 3. Specify a Category in which to search (active for Element find only).

NOTE: The entire Element list for that Category will appear in the Find window if Element is the selected Field option.

4. Specify a Value.

Two Methods:

- Type in the **Value** to search for.
- Select the **Element** to search for (available for Element search only).



- 5. Select a **Look in** option, located in the lower left of the Find window.
- Click a Find button (Find All for Stripboard option) or hit the Enter key on the keyboard.

Search Elements

For Element searches, the options can be initially narrowed by conducting a search within the Element list. This search is also helpful for identifying duplicate entries of the same Element.

- 1. Select **Element** from the Field menu.
- 2. Specify the **Condition** for the search.
- 3. Specify the **Category** in which to search. Selecting **All Categories** will yield the most results.
- 4. Select or enter an **Element** for the **Value** field.
- 5. Click the Search Elements button.

Elements <u> </u>	Containing <u> house</u>	rch Elements	Find All
All Categories	.▼ Sea	rch Flements	
Board		I CIT El CITIONIS	Find Next
	ID Element	Category	Find Prev
	"Ma Bailey's Boarding	. Set Dressing	
	BEDROOM - GEORGE	. Set	Close
	FRONT PORCH OF HO	. Set	
	GEORGE'S HOUSE	Set	Q/
	GRANVILLE HOUSE	Set	•
	HALLWAY GEORGE'S.	Set	
	HOUSE	Set	
57	House Owner	Cast Members	
	MARTINI'S NEW HOUSE	Set	
	OLD GRANVILLE HOU		
	PORCH OF BAILEY H		
	SIDE OF HOUSE	Set	
	TOLL HOUSE ON BRID.	Set	

All listings that meet a search criterion will be listed immediately.

No Results

There will be a notification in the No Find Results window if the search was unsuccessful.

No Find F	Results	×
(į)	Scheduling has finished searching. The search item was not found.	
	OK	

Section 4: Find All, Find Next, Find Prev

To find all instances of a Value, click the **Find All** button (unavailable for **Look in Sheets** option). For the next or previous instance of a Value, click on the corresponding button.



Chapter 16: Advanced Find

There is the option to run a find with advanced search parameters. The Advanced Find is based on a logic equation, e.g., find all of B and/or C if it is = $/ \neq A$. Or, it could be read as A = $/ \neq$ to B and/or C.

Section 1: Access Advanced Find

Two Methods:

- 1. Click on the **Advanced** tab in the **Find** window.
- 2. Select Find Advanced from the Edit menu.

Ind/Select Sheets or Strips in Sentence Form (Read only)	Field	Operator	Value	And/Or	Add
Ind/Select Sheets or Strips in Sentence Form (Read only)					Remove
Ind/Select Sheets or Strips in Sentence Form (Read only)					Find
Ind/Select Sheets or Strips in Sentence Form (Read only)					Find All
nd/Select Sheets or Strips in Sentence Form (Read only)					Find Nex
ook in: Sheets 💌					Find Pret
ook in: Sheets 💌					
		trine in Sentence For	m (Boad only)		Close
	ind/Select Sheets or S	crips in sentence i or	in (Read only)		
	ind/Select Sheets or S	anpa in sentence i or	in (Read only)		<u></u>
	ind/Select Sheets or S		in (keau only)		Ý
Sheets			in (read only)		Ŷ
	ook in: Sheets 💌		(keau oniy)		Ŷ

Section 2: Advanced Find Navigation

Find/Select Sheets or Strips

The following components are used for determining the search parameters of an Advanced Find.

• **Field**: The Breakdown Sheet is the field in which the data to be found is located, e.g., a sheet number would be in the Sheet field.

Field	
Sheet	-
Categories	
Sheet	
Scenes	
Set	
Comments	
DN	
IE	
Est. Time	*

• **Operator**: The method in which the results relate to the Value. The Operator options vary with the selected field name.



• Value: Value is what the results are to be equal to or not equal to. The Value will feature a drop-down menu of options for certain Field Names, such as Set, Location and Sequence. The lists are populated by elements already created for the schedule.

• And/Or: The connecting operator to the next line of Find parameters.



Add/Remove Buttons

Use these buttons to either add or remove a line of search parameters.

NOTE: A line for additional search parameters will be added automatically if the **And/Or** option was selected for the previous line.

Find/Select Sheets or Strips Sentence Form (Read Only)

This area displays the find parameters that have been set in sentence form. This may be helpful in determining more complex searches.

Look In

This operation is the same as the **Look in** option for regular **Find**. This specifies the location in which the search will be conducted: **Breakdown Sheets** or **Stripboard**.

Sheets

The Sheets field becomes active when **Sheets** is selected for **Look in**. Use the Display Order menu to specify the order in which the results are to be displayed.

Sheets	Stripboard		
	Look for Strips in:	All	Ŧ
Display Order:	Move Strips To		
Sheet Order 💌			
Sheet Order	Beginning Of 🛛 💌	Scheduled Area	<u> </u>
Scene Order			
Active Board Order	Jwner	100	

Stripboard

The Stripboard fields become active when **Stripboard** is selected for **Look in**. Use these fields to narrow search criteria further, such as the exact Stripboard area to be searched, as well as the exact Stripboard area to which to move the located strips.

ook in: Stripboard _	Challen and	
Sileets	Stripboard	
	Look for Strips in:	Scheduled Area 🔻
Display Order:		
	Move Strips To	
Sheet Order 🛛 💌	Beginning Of 🔫	Scheduled Area 🔻

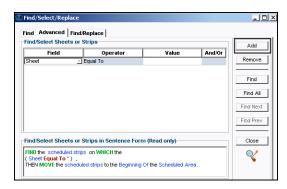
Find Buttons

Active buttons depend on the search parameters and the initial Find Results. Not all buttons are active at one time.

- Find: Locates the first instance that matches the search parameters
- Find All: Locates all instances that match the search parameters (look in Stripboard only)
- Find Next: Locates the next instance that matches the search parameters
- Find Prev: Locates the previous instance that matches the search parameters
- **Close**: Closes the Find window

Section 3: Using Advanced Find

1. Click the **Add** button located in the upper right of the window.



- 2. Click on the Field and select from the drop-down menu.
- 3. Click on the **Operator** field and select from the drop-down menu.
- 4. Click on the **Value** field and enter or select from the drop-down menu.

A Value drop-down menu is available only for those lines where the Field selection corresponds to Breakdown Sheet fields that also feature a drop-down menu, such as Sequence, Location, Unit.

5. Select a Look in option.



6. Click Find, then Find Next or Find All.

Field	Onerster	Value	And/Or	Add
Sheet	Operator Equal To	l Value	And/OF	Remove
				Find
				Find All
				Find Next
				Find Prev

The Find results will appear in the specified format.

Additional Search Parameters

Additional entries may be made to the Advanced Find list with different search parameters.

- And: The Find tool will only find Elements that meet both the first and the additional entry parameters. This usually yields fewer results because the Elements must meet both parameters at the same time.
- **Or**: The Find tool will find Elements that meet either the first OR additional entry parameters. This usually yields more results because the Elements can meet either search parameter.

After entering the first Find entry as detailed above:

1. Select And or Or from the And/Or drop-down menu of the first Find entry.

Find/Select/Repla				- D.
Find Advanced	Find/Replace			
Find/Select Sheets	s or Strips			Add
Field	Operator	Value	And/Or	
Scenes	Equal To	George	AND 🔄	Remove
Sheet	Equal To			
			AND	Find
			OR	
				Find All

Additional rows will be added to the list of Element parameters.

2. Complete the search information (parameters) as previously detailed.

The results will display in the selected format.

Section 4: Find/Replace

There is the option to simultaneously run a find and a replace.



Access Find/Replace

Two Methods:

- 1. Click on the **Find/Replace** tab in the Find window.
- 2. Select Find/Replace from the Edit menu.

Find Advanced Fin	d/Replace	
Find:	Replace With:	Find
Match Case	Whole Word	Replace:
Category	Element	Selected
,	F	All
	F	All

- Find: Locates the Category that is to be replaced
- Replace With: The new Category that will replace the previous Category

Find/Select/Replace		
Find Advanced Fin	1/Replace	
Find:	Replace With:	Find
set	prop	
Match Case	Whole Word	Replace:
Category	Element	Selected
Category	Liement	All
		Clear
		Close

- Choose Selected. The selected screen will appear verifying the replacement.
- Choose OK.

Use Find/Replace

To replace elements within a schedule, use the find replace tool as follows:

- 1. Click on the Find/Replace tab in the Find window.
- 2. Enter the word or phrase to be replaced in the **Find** field.
- 3. Enter the word or phrase that it is to be replaced with in the **Replace With** field.
- 4. Select whether the find is to match the case and/or only find the whole word by selecting the checkboxes.
- 5. Click the **Find** button on the right.
- 6. A list will appear with all the areas where that word or phrase is used.
- 7. Click the **Replaice All** button to replace everything in the list.

Or

8. Select certain lines in the list and click **Selected** to replace just those selected lines.



- 9. A confirmation message will appear confirming that the replace function is to continue.
- 10. Click **Ok** to proceed.

The word or phrase will be replaced immediately.



Chapter 17: Reports

Once a production schedule is completed, reports can be generated. Reports can be generated from any stage of the scheduling process and from any window in the program.

Section 1: Printing Reports

Access Print/View Reports

- 1. Go to File and select Print/View (CTRL + P / Mac: CMD + P).
- 2. Click on the **Reports** tab in the top of the window.

rint/View		_
trips Reports Day O	ut of Days	
Report Layouts:		
Breakdown Sheet #1		-
Breakdown Sheet #2		
Cast List		
Cast Personnel Informatio	n	
Category By Day Report		
Extras By Day Report		
Location List		
One Line Schedule #1		
One Line Schedule #2		_
Prop List		
Red Flag Report		
Shooting Schedule #1		-
Include		_
Banners	Page Break on Each Record	
Day Breaks		
Range:		
ALL Trom:	То:	
Prom:	10:	
	Print View Clo	ose

The Reports Print/View window will become active.

NOTE: The Reports tab will be available only if strips are in the Scheduled area.

Section 2: Generating Reports

Print Reports

- 1. Select the report to print.
- 2. Indicate whether the report is to **Include Banners**.
- 3. Indicate whether the report is to Include Day Breaks.
- 4. Indicate whether there is to be a **Page Break on Each Record** in the printed document.
- 5. Indicate what is to be printed, either the entire report or select a specific **Range**.
- 6. Click on **Print**.

View Reports

- 1. Select the report to view.
- 2. Indicate whether the report is to Include Banners.



- 3. Indicate whether the report is to Include Day Breaks.
- 4. Indicate whether there is to be a **Page Break on Each Record** in the printed document.
- 5. Indicate what is to be viewed, either the entire report or select a specific Range.
- 6. Click on the **View** button.

≥ 🔼 🔍 🕨	100%	Scale	Contents
CASTMEMBERS			
1.George	21.Goon	41. Lawyer	
2. Mary	22. Carter	42. Real Estate Salesman	
3.Harry	23. Marty	43.Insurance Agent	
4. Uncle Billy	24. Sam Wainwright	44. Suitor #1	
5.Mr. Potter	25. Maria Martini	45. Suitor #2	
6. Mr. Gower	26. Ed	46. Passerby	
7.Emie	27. Freddie	47. Randall	
8.Bert	28. Nick	48. Mrs. Thompson	
9.Joe	29. Tommy Bailey	49. Poster Man	
10.Clarence	30.Janie Bailey	50.Schultz	
11.Violet	31.Charlie	51.Mr. Reineman	
12.Ma Bailey	32.Tom	52.Nurse	
13.Mrs. Hatch	33.Zuzu Bailey	53.Bank Teller	
14.Mr. Martini	34.Dr. Campbell	54.Mr.Welch	
15.Cousin Tilly	35.Mr. Carter	55.Owner	
16.Annie	36. Principal	56. Truck Driver	
17.Peter Bailey	37.Grumpy Old Man	57.House Owner	
18.Cousin Eustace	38.Jane Wainwright	58.Cop	
19.Ruth	39.Tolkeeper	59.Sheriff	
20. Pete Bailey	40. Mickey		

The selected report view will open immediately.

Report View Navigation

1. Use the blue arrow buttons in the top of the window to scroll through the report pages.



 Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report (Mac: The PDF option is available in the print dialog. Click **Print** and then **Save as PDF**).

Section 3: Print/View — Print Scaling

Movie Magic Scheduling 5 offers the flexibility to view and print any reports, including strips, Breakdown Sheets, one line schedules and Day Out of Days, in various sizes through print scaling. There is the option to choose either **Scale by Page** or **Contents**.

		- D X
100%	Scale	Contents 💌
		Contents
		Page



Scale by Page

The Page setting scales the entire page as a whole before printing.

1. Drag the scaling bar to the left to decrease the size of the page.

Horizontal A - Page	1 of 10				미.
è 📕 📢	>		D69%	- Scale Page	
CAST MEMBERS 1000 (%) 2047 3-47 (%) 4-47 (21000 22.Currer 23.Surer Varwerter 24.Surer Varwerter 25.Sura Kateri 25.Troste 25.Tros	41.Lanya 42.Real Extra Salaran 43.Shara 1 43.Shara 1 43.Shara 2 45.Shara 2 45.Shara 2 45.Shara 2 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 3 45.Shara 4 45.Shara 4 5.Shara 4 5.Shara 4 5.Sh			

Or

2. Drag the scaling bar to the right to increase the size of the page.

🗊 Horizontal A - Page 1 of 10		_ _ _ _ _
ک 🖌 ک	189%	Scale Page 💌
· · ·		<u> </u>
CAST MEMBERS		
1.George	21.Goon	
2.Mary	22.Carter	
3.Harry	23.Marty	
4.Uncle Billy	24. Sam Wainwright	
5.Mr. Potter	25.Maria Martini	
6.Mr. Gower	26. Ed	
7.Ernie	27. Freddie	
8.Bert	28.Nick	
9.Joe	29. Tommy Bailey	
10.Clarence	30. Janie Bailey	
11.Violet	31.Charlie	
12.Ma Bailey	32. Tom	-

3. Click on the **Print** icon to print or Click on the **PDF** icon to create a PDF of the report. (Mac: The PDF option is available in the print dialog. Click **Print**, and then **Save as PDF**).

Scale by Contents

The contents selection adds more content to the page as it scales down and removes content as it scales up. This is helpful for fitting more information on the page before printing.

- 1. Click in the Scale field and select Contents.
- 2. Drag the scaling bar to the left to decrease the size of the contents.



3. Drag the scaling bar to the right to increase the size of the contents.

🕕 Horizontal A - Page 1 of 16			- - ×
ا ا ا		163%	Scale Contents 💌
CAST MEMBERS			<u> </u>
1.George	21.Goon	41.Lawyer	
2.Mary	22.Carter	42.Real Estate	
3.Harry	23.Marty	43.Insurance Agent	
4.Uncle Billy	24. Sam Wainwright	44.Suitor #1	
5.Mr. Potter	25.Maria Martini	45. Suitor #2	
6.Mr. Gower	26.Ed	46.Passerby	
7.Ernie	27.Freddie	47.Randall	
8.Bert	28.Nick	48.Mrs. Thompson	
9.Joe	29.Tommy Bailey	49.Poster Man	
10.Clarence	30. Janie Bailey	50.Schultz	
11.Violet	31. Charlie	51.Mr. Reineman	
12.Ma Bailey	32.Tom	52.Nurse	
13.Mrs. Hatch	33.Zuzu Bailey	53.Bank Teller	
14.Mr. Martini	34.Dr. Campbell	54.Mr. Welch	
15.Cousin Tilly	35.Mr. Carter	55.Owner	

4. Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report.

NOTE: If there is a large report to print, test print one page to see if the report is printing according to the intended size. At any time, it is possible to increase or decrease the size of a report by moving the scaling bar farther to the left or right.



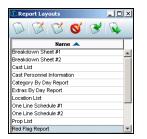
Chapter 18: Report Design

The design of reports may be changed, including the layout and content. The same design tools are applicable for both Strip Layout and Report Layout design. Please refer to **Chapter 13: Strip Designer** for detailed information using the design tools.

To access the Report Layout Manager

1. Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).

The Report Layout Manager will open.



Section 1: Report Designer

Accessing Report Designer

Two Methods:

From the Report Layout Manager

1. Double-click on the report name.

Or

- 1. Select a report by clicking on the name.
- 2. Click on the Edit File icon.

The Report Designer window for the selected report will open.

🕼 Report Designer: Breakdown Sheet #1						
🥬 🐼 🖾		X	$\checkmark \not \models \boxed{\Box - } \not \models \boxed{\Box B I} \otimes$			
			AB 1 🚍 🛩 1 🖬 1 🖿 🏹 🔟 🗖 1			
Category List	-	in	0 in 1 2 3 4 5 6 7 8			
Comments			Un 1 2 3 4 5 5 / 8			
Current Strip		0 in				
Custom List			Scene #: Scenes Sheet #: Sheet			
DN		-	Breakdown Sheet			
Element Sum			Script Page: Script Page Di Cakuo VIII SIICCL Day/Night: DN			
Est. Time		4	Page Count: Pages			
File Name						
ID List						
IE		-	Scene Description: Synopsis			
Location			Settings: Set			
Page Number		2 —	Location			
Pages						
Red Flag			Sequence: Sequence Script Day: Script Day			
Report Name		-				
Scenes			Cast Members Background Actors Props			
Script Day		з —				
Script Page						
Script Version	-	100%				



Report Designer Tools

The Report Designer and Strip Designer tools are exactly alike with the exception that the Report Designer contains the Growable icon. Refer to **Chapter 10: Strip Designer** for detailed information on using the design tools.

Growable Text

Growable boxes expand or retract downwards and upwards to accommodate all of the necessary data.

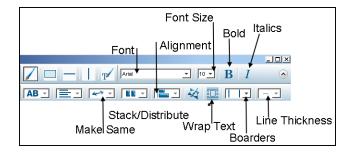
- 1. Select the box to mark as Growable Text.
- 2. Click on the **Growable Text** icon, which is located on the toolbar.

All of data/text inside the text box that was previously hidden due to size limitations will now be visible. The box will continue to expand or retract as needed.

Report Designer Toolbar

Report Lay Settings Page Setup	tings Horizontal Line				
🚺 Report Designer: Break	lown Sheet #1				
	≼ 🎢 🚺 🖵 -	Arial			
Print Preview	AB 🔄 🗐		🛋 🏹 🔲 🗔 – J		
Save Red	ctangle (Draw)	Vertical Line			
	I	Draw)			
Justification					

- Save: Saves the most recent changes made to the Report Design
- Print Preview: Displays the report exactly as it would look if printed
- **Page Setup**: Displays the page layout settings for paper size, margin adjustment, and orientation
- Report Layout Settings: Accesses the Report Layout Settings window offering different report options
- Undo: Undo the last action
- Redo: Redo the last action that was undone
- Selection Arrow: Allows for selecting report Elements
- **Box (Draw)**: Creates (draws) a box
- Horizontal Line (Draw): Creates (draws) a horizontal line
- Vertical Line (Draw): Creates (draws) a vertical line
- **Text Box**: Creates box in which text can be typed
- Text Orientation: Orients all text displayed within the selected text box
- **Justification**: Justifies text to the left, center, or right of the box



- Make Same: Sizes the new box to be the same as the selected (current) box
- Stack/Distribute: Horizontally or vertically stacks/distributes boxes, nearer to
 or farther away from the top left-most box
- Alignment: Aligns the new box with the selected (current) box
- Wrap Text: Separates text into as many lines as can be accommodated in the box
- Borders: Places an underline, overline, or box in a selected field; to see borders, select Print or Print Preview
- Font: Lists font options for strip text
- Font Size: Lists font size options for strip text
- **Bold**: Bolds selected text
- Italicize: Italicizes selected text
- · Line Width: Designates width options for lines drawn

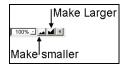
in	0 in		3	4	5	6	7	8	9
0 in	Scene #:	Scenes				Sheet#:	Sheet]	
		: Soript Page	Breakd	lown She	ei [Day/Night:	IE DN		
1 -	Page Count	Pages			[Est.Time:	Est. Time	<u>]</u>	
-		ription: Synopsis							
2	Settings:	Set							
	Location: Sequence:	Sequence		Script D.	sy: Script D	ay		ם	

The sheet is bordered by rulers to assist with design.

The boxes inside the layout represent the Categories shown in a report. The arrangement of the boxes visually represents a Report Layout. For example, the box with the word "Scenes" is placed where the Scene number is placed on a report.

Zoom

"Zoom in" on a Report Layout to view it better when designing a report. Or, "zoom out" to see more of the layout at a reduced size. Content may also be modified when using the Zoom option.





Report Layout Settings Window

1. Click on the **Report Layout Settings** icon, which is located on the toolbar.

The Report Layout Settings window will open.

Report Layout Settings	×					
Name: Breakdown Sheet #2						
Name: preakdown Sneet #2						
Report By: ③ Sheet	O Day O Category					
Page break: C none Categories:						
On new record	Cast Members					
C on new day	Background Actors					
	Stunts					
Separate records with a line	Vehicles					
Include Day Breaks	Props					
	Camera					
Include Banners	Special Effects					
Vardrobe						
V Display Lat. Time in Danners						
Day Header						
Spacing: 0.0 inches Text: Shoot Day # (Shoot	ng Day } {Shooting Date }					
Between						
Spacing: 0.0 inches						
Day Footer						
	a Day } {Shooting Date } Total Pages: {Pages }					
apacing, p.o Inches Text, Enclosy # (anoding Day) (Shouling Date) Total Pages, (Pages)						
Font						
Banner - Arial - 12 - F						
Sample Text						
	OK Cancel					

2. Select which type of report is to be created:

Sheet: These reports create a new record for every breakdown sheet that is in a schedule.

Day: This report creates a new record for every day that is in a schedule. All the Breakdown Sheets in a day are summarized in one record.

Category: This report creates a new record for every Element that is in a selected Category. For example, a Cast Members Category report would create a record for every cast member in that Category. These are useful for reports such as cast lists.

NOTE: If **Category** is selected as the report type, a Category must be selected from the list provided in the dialog window.

- 3. Depending on the report type, it is possible to select page break options as well as whether to include separator lines, banners or daybreaks.
- 4. The default day header and footer (the text at the beginning and end of the record) is provided for use (the text at the beginning and end of a record). These can be modified to include customized text.
- 5. At the bottom, font settings can be modified for the Banners and Day Breaks.

Element Box Properties Window

1. Double-click on a Category box.



The Properties window for that Element box will open.

2. Make any changes necessary and click OK.

Section 2: Creating New Report Elements

Use design tools to create new Elements, such as boxes, lines, or text boxes in a strip.



Selecting and Using Tools

- 1. Click on a tool icon to select it.
- 2. Move the cursor to the location in the report where the new Element (box, line, text box) is to be drawn or created.

The Selection Arrow becomes a Drawing Tool (plus sign or cross) the moment the cursor is in the report layout area.

- 3. Click and hold the (left) mouse button (Mac: click and hold), while moving the cursor in the direction the new components are to be drawn.
- 4. Once satisfied with the new Element, release the mouse.
- 5. If a text box was created, an Edit window will open where new text can be entered.
- 6. Click **OK** when finished.

The new Element will appear on the Report Layout with small black pegs (squares) at each corner. These black squares allow for resizing the Element, e.g., making a line longer or a box bigger.

Resizing Boxes

- 1. Click on the Selection Tool icon.
- 2. Select the Element to altered or reshaped.



As the Selection Tool is used to select the Element, small black pegs appear at each corner of the line or square. The pegs automatically appear if a new Element was just drawn.

- 3. Grab one of the pegs by clicking and holding down the left mouse button.
- 4. Move the cursor until satisfied with the shape of the Element.
- 5. Release the mouse button.

Changing Report Categories

The layout of the report can be maintained, while changing what each box represents.

1. Double-click on an Element box.

This will open the Properties window. The Properties window is populated with default Categories.

- 2. Select the Category for the box to represent.
- 3. Click OK.

The new Category will replace the former Category.

Adding New Element Boxes

Add new Element boxes to a Report Design by selecting from the side list of Categories.

1. Click and hold on the Element to be added.

This will highlight the Element.

- 2. Drag the cursor to the location in the report in which the new Element box is to appear.
- 3. Release the mouse button.

The new Element box will appear in the place the mouse button was released.

Aligning Element Boxes

Newly added Element boxes will not align automatically to the Categories already on a report. Shift Element boxes into place with the Alignment tool. More than one box must be selected for the Alignment option to be active.

From Strip Designer:

Two Methods:

ł	Sheet Scenes Page pgs	IE Set Synop	sis	Jling 5 User Manual
		Сору	Ctrl+C	
		Cut	Ctrl+X	
		Delete	Delete	
		Align Left Align Righ Align Top Align Botto	t	x to align the new box with. w box. tion from the Alignment drop-down menu, located on the

Or

- 1. Hold down the **Control** key (CTRL).
- 2. Select the existing Element box to which the new box is to align.
- 3. Select the new Element box.
- 4. Right-click (Mac: CTRL + click) the mouse and select from the menu of alignment options.



Director	Ι	Director
Producer	Ī	Producer
Assistant	Сору	Ctrl+C
Script Da	Cut	Ctrl+X
racter	Delete	Delete
	Align Le	eft
v	Align Ri	ght
r r	Align To	op
	Align B	ottom

There are also Make Same, Stack, and Distribute drop-down menus, as in the Strip Designer.

Aligning a Newly Added Box

From a Report Design:

- 1. Add a new Element box by selecting from the side list of Categories.
- 2. Select the existing box and then the new one by using **CTRL-Click** (Mac: CMD-Click).
- 3. Select and click an **Align** button.

The new box will be aligned with the previously selected existing box. The alignment will also be reflected on the printout of this Report.

Aligning Two Existing Boxes

- 1. Select an **Element** box from the Report Design.
- 2. Hold down the **Control** (CTRL; CMD) key on a keyboard.



3. Select a second **Element** box.

Both boxes will be selected, and the Align buttons will become active on the toolbar.

4. Select and click an **Align** button.

The second box will be aligned with the first box. The alignment will also be reflected on the printout of this report.

- 5. Repeat the same steps for any other field to be changed.
- 6. Click on the **Save** button.
- 7. Close the Report Designer.

Section 3: Report Text Appearance

The Text Appearance design tools for Report Designer are identical to those for Strip Designer. Please refer to **Chapter 13: Strip Designer** for detailed information.

Font

- 1. Select the **Element** box to change its font.
- 2. Select a Font from the drop-down menu, located on the toolbar.

Font Size

- 1. Select the **Element** box to change its font size.
- 2. Select a **font size** from the drop-down menu, located on the toolbar.

Bolding or Italicizing

- 1. Select an **Element** text field (box).
- 2. Click on either the **Bold** or **Italicize** icon.

Changing Text Direction

Change the direction of the text in each Element box.

- 1. Select an **Element** box.
- 2. Select a **Text Direction** from the drop-down menu, located on the toolbar.

Justify Text

Movie Magic Scheduling 5 allows for formatting the text within each Element box.

- 1. Select a **Element** box.
- 2. Select a **Text Justification** from the drop-down menu, located on the toolbar.



Text-Wrapping

Text-Wrapping addresses the left/right restrictions on text box size. If a long sentence is entered into a short box, the text will be separated into as many lines as can be accommodated in the box.

Wrap Text Icon Method:

- 1. Select an Element box.
- 2. Click on the Wrap Text icon, located on the toolbar.

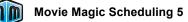
Property Window Method:

- 1. Double-click on an Element box to access its Property window.
- 2. Check the Wrap Text option.
- 3. Click OK.

Outside Border

It is possible to place an underline, overline, or box in a selected field. The border selections will not be apparent in Report Designer. Go to either **Print** or **Print Preview** to see the borders.

- 1. Select the field to apply a border to it.
- 2. Click on the **Outside Border** icon to show a drop-down menu.
- 3. Select the option to apply to the selected field.
- 4. Print or Print Preview to view the border selection.



Chapter 19: Day Out of Days

A Day Out of Days report shows the dates and times that selected Category elements are being utilized. "Cast Members" is the Category most commonly selected for report generation with this function.

Section 1: Creating a Day Out of Days Report

- 1. Go to File, select Print/View (CTRL + P / Mac: CMD + P).
- 2. Click on the Day Out of Days tab.

'rint/V	iew		<u> </u>
Strips	Reports	Day Out of Days	
Categ	ories:		
Cast N	tembers		
Backg	round Acto	s	
Stunts			
Vehicl	es		
Props			
Specia	al Effects		
Wardr	obe		
Makeu	p/Hair		
Music			
Sound	I		
Set Dr	essing		
Green			
Visual	Effects		
Mecha	inical Effect	s	
Notes			
Set			
Script	Day		
Seque	nce		
Unit			
Locati	on		
		Print View	Close

The Day Out of Days window will open.

- 3. Select the Category for which to generate a **Day Out of Days** report.
- 4. Click on **View**.

NOTE: If no Day Breaks are set or if there are no strips in the Scheduled area, a Day Out of Days report will be unavailable.

y Out of Days Repo	ort - Pa	ige 1 of	5													
📕											10	00% —	 —]-		Scale Page	-
Sep 28, 2009			ייזו	SAW		ETH T	IFF				Paru	e 1 of 5				
3: 16 PM		Da	y Out i					obe								
Month/Da		04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17				
Day of Wee	k Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Pri				
Shooting Da	y 1	2	3	4	5			6	7	8	9	10				
Air Raid Warden Uniform																
Apran									SWF							
Anny Uniform		SW														
Bafarobe																
Cap									SW	WF						
Clarence's Underwear																
Curlers																
Derby		SWF														
Expensive Pars																
Expensive Jewelry																
Finger Strings																
George's Coat			SW													
George's Hat			SW													
Hht																
Jersey & Football Parits																
Mary's Glasses																
Mrs. Hatch's Bathrobe																
New Dress					SW											
Nighie												SWF				
Old Coachman's Hat												SWF				
Pajanas												SWF				
Pilot Uniform																
Wet Clothes					1					1	1	1				



The Day Out of Days report for the Category selected will display immediately. Use the right or left navigation arrow to scroll through multiple page reports. Typically, a Day Out of Days report is read from left to right. Use the Right Navigation arrow to scroll to the last page of the report.



5. Use the **Print Scaling Bar** to increase or decrease the size of a report.

Scale by Page

- Page is the default setting.
- Drag the scaling bar to the left to decrease the size of the page.

ay Out (of C)ays	s R	epo	rt -	Paç	je 1	of 5	5				
		•)	•							047% s	cale Pag
10 20, 20 00 10 PM			/ Oak	Den:	Rep of t	L L P E	drobs			Page1			
Sugarities	-	-10	114	100			1		1000	-			
Corporting Star			-		~			1 100	1	-			
Canadag Deg	· ·	- · ·	~	-	~	-	- ·	+ '					
			_	-+		-	-		+ +	_	_		
a line a	-	69	_	-+	_	_	-	1		_	_		
	-		_	-	_	_		-		_	_		
				_				DY.	37		_		
0004													
					_								
*		647			_								
and the local	-		-	- T	- 1			-					
pad with the star	-			_				1					
n bite	_	_	18	_	_	_		-	_	_	_		
ph for	-	-	10	-		_	-	-		_	_		
	-	-		-	_	_	-	-		_	_		
er Silmis I has	-	-	-	-	_	_	-	-		-	_		
and Share	+	-	-	-			-	+	+ +	-	_		
August and	-	-	_	-+	_	_	-	-		_	_		
- Inc.	-		_	-	2	_	_	_		_	_		
	-		_	-		_		-		-	82		
			-	_	_	_	_	-					
il.											597		
			-	-+	- 11	_		-			~		

• Drag the scaling bar to the right to increase the size of the page.

Out of Days Report - Page 1											
ዾ < >							1	36% —		_]	Scale Pag
Sep 28, 2009			IT'S	S A WO	ONDER		IFE				
3:19 PM		Da			s Repo			obe			
Month/Day	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	Г		
Day of Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	-		
Shooting Day	1	2	3	4	5			6	_		
Air Raid Warden Uniform									-		
Apron									_		
Army Uniform		SW							_		
Bathrobe									-		
Cap									_		
Clarence's Underwear											
Curlers											
Derby		SWF									
Expensive Furs											
Expensive Jewelry											
Finger Strings											
George's Coat			SW						_		
George's Hat			SW						_		
Hat									L		
Jersey & Football Pants											

Scale by Contents

- Click in the Scale field and select Contents.
- Drag the scaling bar to the left to decrease the size of the contents.

Day Out of Days Report	- Page 1 of 2	
≥ 📕 🔺 🕨		Contents
549.50, 5005 255 FM	174.5 WCHGKDPLLURC Bay City of bay Reporter Window	Page 1 at 2
		N N
		5
And Designation of the second se		

• Drag the scaling bar to the right to increase the size of the contents.

Out of Days Report - Page 1 of 1						169%	Scale Cor
Sep 28, 2009 IT'S 3:22 PM Day Out o						of 10	
Month/Day	04/06	04/07	04/08	04/09	04/10		
Day of Week	Mon	Tue	Wed	Thu	Fri		
Shooting Day	1	2	3	4	5		
Air Raid Warden Uniform							
Apron							
Army Uniform		SW					
Bathrobe							
Cap						1	
Clarence's Underwear							
Curlers						1	
Derby		SWF					
Expensive Furs							
Expensive Jewelry							
Finger Strings							

 Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report.

Day Out of Days Totals

Scroll to the end of a Day Out of Days report to view the Totals, such as the total number of Work or Hold days for which an Element is scheduled.

Column Label:	Information displayed:
Co. Travel	The Company Travel Days total for the Element
Work	The Work Days total for the Element
Hold	The Hold Days total for the Element
Holiday	The Holidays total between the Element's start and finish days
Start	The Element's scheduled start date
Finish	The Element's scheduled finish date
TOTAL	The sum of the Work, Hold, and Company Travel totals for the Element

Section 2: Day Out of Days Totals: Column Definitions



Day Out of Days Preferences

Abbreviations used in a Day Out of Days report may be edited and preferences can be set to skip the names after the first page. It is also possible to determine what information will be displayed in the headers and footers of the report.

To access the Day Out of Days Preferences window:

 Go to the Schedule menu, select Day Out of Days Preferences (CTRL + Shift+; Mac: CMD + Shift + ;).



The Day Out of Days Preferences window will open.

🗊 Day Out of Days Preferences
Abbreviations
Start: S Hold: H Pickup: P Holiday: / Skip Names After First Page Work: W Drop: D Finish: F Co. Travel: M
Travel (DOOD): TR Rehearsal (DOOD): R Fitting (DOOD): FT Print (DOOD)
Header
12 pt. Arial (Bold) Font
(Today's Date) (Picture Title) Page (Page Number) of (Total Pages)
(Time) (Report Name)
Footer
12 pt. Arial (Bold) Fort
Time Today's Date Page Number Total Pages File Name Report Name
Company Episode No. Picture Title Prepared By Script Dated Script Version
Page Setup Preview OK Cancel

2. Make the necessary edits and changes to the Abbreviations settings.

NOTE: Abbreviations can contain only one letter.

- 3. Skip Names After First Page: Select not to have the Element names repeat on every page
- 4. **Print (DOOD):** Select for DOODs Red Flags to appear on the report
- Enter the information to appear in the report header and footer. Do this by placing the cursor in one of the Header/Footer fields and clicking on the buttons below or by typing in information.

NOTE: The text boxes represent the left, center, and right areas of the header and footer. There are two rows in the header area and one row in the footer.



Header		
12 pt. Arial (Bold)	Font	
{Today's Date}	{Picture Title} (Report Name)	Page (Page Number) of (Total Pages)
Footer		
12 pt. Arial (Bold)	Font	

NOTE: More than one type of information can be placed in each box by clicking additional buttons. The information selected will appear as Interpreted Text, which is standard text that is enclosed in curly braces ({ }). The text between the curly braces refers to a set of established fields in the scheduling application. When Interpreted Text is rendered, the value of the named field replaces the Interpreted Text.

{Today's Date}	(Picture Title)	Page (Page Number) of (Total Pages)
{Time}	(Report Name)	

6. Click the **Font** button to change the font settings of either the header or footer.

NOTE: The font settings apply to all fields of the header or footer, respectively.

ay (out of Days Repor	t – Paç	je 1 of	10												_]	
	ዾ < >											10	0% —]	 Scale Page	
	ep 28, 2009		D = . /		A WO							Page	1 of 10				
<u>)</u> :	43 PM				DaysF												
	Month/Day	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17				
L	Day of Week	Mon	Tue	Wad	Thu	Rni	Sat	Sun	Mon	Tue	Wed	Thu	Rri				
F	Shooting Day	1	2	3	4	5			6	7	8	9	10				
1.	George	SW	W	W	W	W			w	W	W	W	W				
2.	Mary			SW	W	W				W	W	W	W				
3.	Harry			SW								w					
4.	Uncle Billy		SW						W				W				
5.	Mr. Potter		SW						W]			
6.	Mr. Gower	SW		w						w				1			
7.	Etnie	SW		W	W				W			W	W]			
8.	Bert.	SW	W		w				w					1			
9.	Joe													1			
10	. Clarence		1		SW	W			W	1				1			
	. Violet	SW								W		W	W				

7. Click **Preview** to view the report before printing.

8. Click **OK** to save preferences.

Page Setup

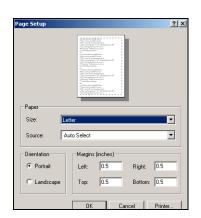
There is the option within the application to set up basic page preferences, like the paper and margin sizes of the report and page orientation.

From the Day Out of Days Preferences window:

1. Click on the **Page Setup** button.







Margins

The report margin preferences can be set in the Day Out of Days window via the Page Setup Dialog box. Nothing is printing in the margin areas of a report page.

Chapter 20: Exporting and Importing Report and Strip Layouts

Movie Magic Scheduling 5 allows for exporting report and strip layouts that can be imported for use in other Movie Magic Scheduling 5 files.

Section 1: Export a Report Layout

- 1. Open the schedule or open a new schedule from a template where the Report Layout is to be exported.
- 2. Access the Report Layout Manager.
 - Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).
- 3. Select the Report Layout to be exported.
- 4. Click on the **Export** icon.

$\bigcirc \bigcirc $	1
Name 🔺	
Breakdown Sheet #1	
Breakdown Sheet #2	
Cast List	
Cast Personnel Information	
Category By Day Report	
Extras By Day Report	
Location List	
One Line Schedule #1	
One Line Schedule #2	
Prop List	
Red Eleg Report	Y
Mr	
n Report Layouts	_ <u>_</u> ×

The Export window will immediately open.

🕕 Export					X
Look in:	📋 My Docume	nts	<u>_</u>	p 📂 🎫 📖	
My Recent Documents Desktop My Documents My Computer	11 My Music 12 My Pictures 14 My Receive 14 Snagit Cata	d Files			
My Network	File name:	Breakdown Sheet #1.msr		Select	
Places	Files of type:	MMS Report Layouts (*.msr)	Cancel	

- 5. Rename the file if need be.
- 6. Click the **Select** button.

NOTE: The exported file will be saved with a file extension of **.msr** in the Strip and Report Layout folder unless another location is chosen.

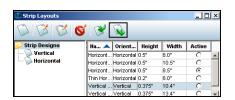


Section 2: Export a Strip Layout

- 1. Open the schedule or open a new schedule from a template where the Strip Layout is to be exported.
- 2. Access the Strips Layout Manager
 - Go to **Design** and select **Strips Layout** (CTRL + M / Mac: CMD + M).



- 3. Select the Strip Layout to export.
- 4. Click on the **Export** icon.



The Export window will immediately open.

🗊 Export				×
Look in:	: 📋 My Docum	ents	•	🏂 💓 🎫 📰
My Recent Documents Desktop My Documents My Computer	 My Music My Picture: My Receiv. Snagit Cate 	ed Files		
My Network	File name:	Vertical 11.msl		Select
Places	Files of type:	MMS Strip Layouts (*.msl)		 Cancel

- 5. Rename the file if need be.
- 6. Click the **Select** button.

NOTE: The exported file will be saved with a file extension of **.msl** in the Strip and Report Layout folder unless another location is chosen.

After export files are created of either reports or Strip Layouts, they become available for importing into a schedule.

Section 3: Import a Report Layout

- 1. Open the schedule or a new schedule from a template to import a previously exported Report Layout file.
- 2. Access the Report Layout Manager:



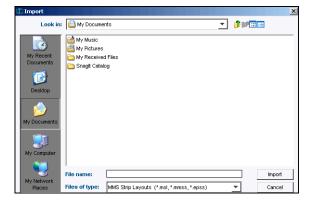
• Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).



3. Click on the **Import** icon.

💮 Strip Layouts	- - ×

The Import window will immediately open.

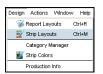


- 4. If exported files were saved elsewhere, click the **down arrow** at the **Look in** box and navigate to the location of the exported file.
- 5. Select the file to be imported and click on the **Open** button.

The file will be imported and will appear alphabetically in the list with the existing Report Layouts and is available for use.

Section 4: Import a Strip Layout

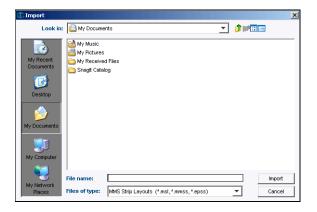
- 1. Open the schedule or a new schedule from a template to import a previously exported Strip Layout file.
- 2. Access the Strips Layout Manager:
 - Go to **Design** and select **Strips_Layout** (CTRL + R / Mac: CMD + R).



3. Click on the Import icon.

Strip Layouts						×
	1 😵	R.				
问 Strip Designs	Na 🔺	Orient	Height	Width	Active	Г
— 💭 Vertical	Horizont	Horizontal	0.5"	8.0"	0	
	Horizont	Horizontal	0.5"	10.5"	0	
	Horizont	Horizontal	0.5"	8.5"	۲	
	Thin Hor	Horizontal	0.2"	8.0"	0	
	Vertical	Vertical	0.375"	10.4"	0	-
	Vertical	Vertical	0.375"	13.4"	0	-

4. The Import window will immediately open.



- 5. An exported file saved in the Strip and Report Layouts default folder, will be visible at this point.
- 6. If an exported file was saved elsewhere, click the **down arrow** at the **Look in** box and navigate to the location of the exported file.
- 7. Select the file to be imported and click on the **Open** button.
- 8. The file will be imported and will appear alphabetically in the list with the existing Strip Layouts and is immediately available for use.



Chapter 21: Importing Files

Movie Magic Scheduling 5 allows users to import data from Script Export (.sex) files, as well as Final Draft® 8 (.FDX) files.

To import a Script Export file:

- 1. Open the schedule or open a new schedule from a template where .sex files are to be imported.
- 2. Go to File, and select Import.
- 3. Select the Script file to import into Movie Magic Scheduling 5.

M	lovie	Magic Sched	luling 5 - W	onderfu	l Life I
File	Edit	Breakdown	Schedule	Design	Actio
1	🕽 Ne	w Schedule Fr	om Template	Ctrl+N	
	🛐 Op	en Schedule		Ctrl+O	
5	Ă Clo	se Schedule		Ctrl+Sh	ift+VV
1	👌 Sar	/e		Ctrl+S	
	Sar	ve As			
É	🐴 Sar	/e As Templat	•		
5	À Re	/ert			
	Imp	ort			
	Exp	port			
1	≽ Prir	nt∕View		Ctrl+P	
	Rei	cent Schedule	s		•
	Exi			Alt+F4	

- 4. Click **Import**.
- 5. All of the Categories, set descriptions, and Elements from that .Script file will be imported into the active schedule.



Chapter 22: Opening EP Scheduling Files

Open EP Scheduling files directly in Movie Magic Scheduling 5.

To open an EP Scheduling File:

- 1. Go to File, select Open Schedule (CTRL + O / Mac: CMD + O).
- 2. The Schedule File window will open.
- 3. Select the EP Scheduling file (.epsd) to be opened.
- 4. Click Open.

A copy of the EP Scheduling file will open, converted into a Movie Magic Scheduling 5 (MMS 5.0) file. The original EP Scheduling file will remain intact. Conduct a **Save As** to change the name of the new Movie Magic Scheduling 5 file and save any changes made in the new schedule.

NOTE: Before a save is complete, a warning message will appear to advise creating an export to share MMS 5.0 files with EPS 4.4 users.

The new saved file will now have a file extension of .mmsd.



Chapter 23: Exporting to EP Scheduling 4.4

Create an export of a Movie Magic Scheduling 5 file to share with EP Scheduling 4.4 users.

1. Go to File and select Export.

File name:	Wonderful Life Demo V5.epsd	Save
Export to:	EP Scheduling 4.4	Cancel

The Export window will open.

- 2. EP Scheduling 4.4 is the default for the Export To field.
- 3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
- 4. Click Save.
- 5. A warning message will then display. Click **OK** to continue.

đ	EP Scheduling 4.4 Export - Warning	×
	Warning Details	
	Warning! Due to the advancements in Movie Magic Scheduling 5 05.00.324, some data loss may occur when exported to Scheduling 4.4, such as	
	Strip and Report Layouts Red Flag Field in the strip and report layouts is not supported in EPS 4.4 and will be removed upon export.	
	Press OK to continue.	
	OK	

The file will be exported and will be accessible by EP Scheduling 4.4 users.

NOTE: Due to advancements in Movie Magic Scheduling 5 not all enhancements are supported in EP Scheduling 4.4. Red Flags are not supported in the strip and report layouts.

Chapter 24: Opening Movie Magic Scheduling Classic Files

Movie Magic Scheduling 5 allows for opening Classic Movie Magic Scheduling files directly in the application as if they were a Movie Magic Scheduling 5 file.

To open a Classic Movie Magic Scheduling Classic file:

- 1. Go to File and select Open Schedule (CTRL + O Mac: CMD + O).
- 2. The Schedule File window will open.
- 3. Select the Classic Movie Magic Scheduling file (.mms) to be opened.
- 4. Click Open.

A copy of the selected Classic Movie Magic Scheduling file will be converted into a Movie Magic Scheduling 5 file with an .msd file extension. The original Classic Movie Magic Scheduling file will remain intact.

Conduct a **Save As** to change the name of the new Movie Magic Scheduling 5 file and to save any changes made in the new schedule.

NOTE: Before completing saving the file, a warning message will appear to advise for creating an export to share MMS 5.0 files with Classic Movie Magic 3.7 users.

Chapter 25: Exporting to Classic Movie Magic Scheduling 3.7

It is possible to create an export of a Movie Magic Scheduling 5 file to share with Classic Movie Magic Scheduling 3.7 users.

- 1. Go to File, select Export. The Export window will open.
- 2. Select Classic Movie Magic Scheduling 3.7 for the Export To field.
- 3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
- 4. Click OK.

A warning window will appear with an alert that data that may not transfer to Classic MMS 3.7 because of advancements made to Movie Magic Scheduling 5.

Once the export is complete, an Export Status window will appear. At this point, it is possible to review, save, or print the report that is generated.

The file will now be accessible to Classic Movie Magic Scheduling 3.7 users.

NOTE: Due to advancements in Movie Magic Scheduling 5, not all information from a Movie Magic Scheduling 5 file will be exported to Classic Movie Magic Scheduling 1. Only one calendar can be supported by Classic Movie Magic Scheduling. 2. Red Flags are not supported.



Chapter 26: Export to Movie Magic Budgeting 7

Save data entry time in Movie Magic Budgeting 7 by importing a library file with Elements from a Movie Magic Scheduling 5. It is easy to create a library file for this purpose.

1. Go to File and select Export.

Export		×
Export To:	Movie Magic Scheduling 3.7	
Export Filename:	Data'EP Scheduling/Examples/Wonderful Life Demo.mms Browse	
	OK Cancel	

The Export window will open.

- 2. Select Movie Magic Budgeting 7 in the Export To field.
- 3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
- 4. Click OK.

The data is now ready for importing into Movie Magic Budgeting 7.

Refer to the Movie Magic Budgeting 7 User's Manual or go to the application and access the Help File for further assistance with importing.



Glossary

Allow Multiple Day Breaks

This function allows reports to show work spanning multiple days. This is applicable for such situations as scenes that take multiple days to shoot. On the Stripboard, multiple Day Breaks are inserted after a set of strips that will reflect the multiple shoot days.

Banner

(See Banner Strip).

Banner Strip

A banner is a special type of strip. Banners are placed onto a Stripboard to represent events in the shooting schedule that are not script-dependent; for example, travel days.

Board

(See Stripboard).

Breakdown Sheet

A Breakdown Sheet describes a designated unit of work and the Elements associated with that work. A Breakdown Sheet is populated with all the Elements that will be required to shoot a particular portion of the script. A single Breakdown Sheet can represent a single scene, multiple scenes, or a portion of one or more scenes.

Calendar

A calendar describes an ordered sequence of calendar dates in which workdays may be scheduled. A calendar also details noteworthy days for a production, such as the start of principal photography, end of photography, any holidays or travel days when shooting cannot occur, and regular days off (Saturday and Sunday).

Category

A Category is a collection of Elements that share a common set of properties. Categories determine the manner in which Elements are grouped on Breakdown Sheets and also the properties that are available to be set for each Element.

Day Break

(See Day Break Strip)

Day Break Strip



Day Breaks are a special type of strip that are placed onto a Stripboard to represent the boundaries of a single day. All the strips between two Day Breaks are scheduled to be shot in a single day.

Delete

"Delete" exclusively refers to the complete removal of a component (Breakdown Sheet, Element, etc.) from a schedule (see also Remove).

Design

Design items are those items related to the design and layout of certain components (strips, reports, Categories, etc.) that can be imported or exported independently of the schedule itself.

Day Out of Days

Day Out of Days is a report that shows the status of an Element for individual days within a schedule.

Drop Day

In a Day Out of Days report, this is the last day that an Element works in a schedule immediately prior to a temporary lay off.

Drop-Exempt

In a Day Out of Days report, a state that indicates an Element cannot be dropped (cannot have drop days).

Drop Value

In a Day Out of Days report, a numeric value that tells the application when a day may be considered as a possible drop day for an element within a schedule.

Element

An Element is a person, thing, or group involved in a unit of work within a project. Elements are individual components that are necessary for filming the script. Elements are grouped into Categories, such as cast, props, scenery, etc.

General Breakdown Sheet information items, such as the scene, location, set, etc., are also considered Elements, but their presence and position on the Breakdown Sheet are fixed while lower-level Elements are variable.

Hold Day

In a Day Out of Days report, a day that an Element is paid for, but for which the Element does not actually work or participate in the production.



Insert

Insert is used only to refer to the inclusion of an Element on a Breakdown Sheet. It does not apply to the creation of new Elements not previously present in a schedule.

Insert is used to refer to the inclusion of a strip that represents a Breakdown Sheet onto a Stripboard. It does not apply to the creation of new strips not previously present in a schedule document.

Minimum-Drop-Days

In a Day Out of Days report, this is the minimum number of days allowed for an Element between a drop day and a pick-up day.

Multiple Day Breaks

Multiple Day Breaks refers to more than one Day Break that is inserted after a set of strips reflects multiple shoot days.

New

"New" designates functionality where objects are created and added to the schedule document for the first time. It does not refer to the insertion of these objects on an individual Breakdown Sheet (see Insert).

Preference

There are two unique types of program preferences and schedule preferences. Both are manipulated using the Set Preferences window.

Application Preference

Application preferences are those preferences whose settings pertain to the entire program, as opposed to a single schedule. For example, the Auto-Save function, which allows the user to set the time increments by which the application will automatically save an open schedule, is a program-level preference.

Schedule Preference

Schedule preferences are those preferences whose settings pertain to a single schedule, as opposed to the entire program. For example, the Hide Empty Categories preference, which dictates whether Categories will be visible on a Breakdown Sheet when they do not contain any Elements, is set on a schedule-by-schedule basis and will vary from one file to another.

Schedule

(See also Stripboard and Schedule Document)



Schedule Document

A Schedule Document refers to the entire grouping of Stripboards, Breakdown Sheets, strips, reports, and calendars that can be stored in a single Movie Magic Scheduling document file (see also Schedule).

Scheduled Area

The portion of the Stripboard used to arrange the strips that are going to be shot. This represents the actual shooting schedule. Strips excluded from this section are not to be shot and are unscheduled.

Sheet

See Breakdown Sheet.

Shoot Day

A Shoot Day is a day on which filming occurs or can occur, such as a day for which a Day Break strip exists on the Stripboard.

Strip

A strip is a visual representation of a Breakdown Sheet that is placed onto a Stripboard to create a schedule.

Stripboard

A Stripboard represents a schedule through an ordered collection of Stripboard Days scheduled for work beginning on the start date and proceeding on each subsequent workday identified on the associated calendar.

Stripboard Day

A Stripboard Day is an ordered collection of strips on a Stripboard that are scheduled for work within a single day (delineated by a Day Break strip).

Red Flag

A Red Flag is an indicator symbolized by a Red Flag that is associated with an Element with scheduling constraints, appearing on the Stripboard when there is a conflict.

Remove

"Remove" refers exclusively to the elimination of an Element from a Breakdown Sheet or Sheets. Removing an Element does not delete it (see also Delete).



Report

A grouping of data that can be printed, viewed on screen, or exported as a Report Layout object.

Template

Template files are based on the preferences and design components of previously created schedule documents.

Unscheduled Area

An Unscheduled Area is a section of a Stripboard that is used to hold strips not yet scheduled on the Stripboard.

Work Day

In a Day Out of Days report, a Word Day is a day designated on a calendar on which work can be scheduled. Note, however, that all Work Days on a calendar will actually be scheduled.



Index

Α

, 124
123
120
122
15

В

Banner Strip	97
Breakdown Sheet	41
Accessing	42
Adding New Sheets	51
Completing the Breakdown Sheet	42
Duplicating Existing Sheets	53
Entering Scene Information	43
Insert Elements	45
Merging Sheets	51
Renumbering Sheets	53
Show/Hide Empty Categories	49
Breakdown Sheet Preferences	17

С

Calendar	54
Access Calendar Manager	54
Additional Calendars	
Building a Calendar	56
Changing Default	60
Creating a Calendar	
Default	54
Deleting	60
Duplicating	59
Production Dates	58
Renaming a Calendar	55
Category Manager	
Creating New Categories	38
Deleting a Category	39
Duplicating a Category	39
Edit Category	36
Rearranging Categories	40
Creating New Categories	38
Creating New Elements from Element	
Manager	29

D

Creating	. 139
Preferences	. 142

Е

27
.26,29
26
30
33
31
32
19
19
wn
22
51, 153

F

Find Tool	
Advanced	See Advanced Find
Find All, Next Previous	s 119
Navigation	
Search Elements	
Using Find	118

G

Getting Started	2
Glossary	155

н

```
Header Board ..... See Stripboard
```

L

Insert New Elements to Breakdown Sheet 22

Μ

Merge Sheets	51
Movie MagicSee Opening Movie	Magic Files

Ν

Navigation	2
Breakdown Sheet Toolbar	
Element Manager Toolbar	4
Main Toolbar	2
Menus/Icons	2
Strip Designer Tools	87



Stripboard Toolbar	3
Window Navigation	5

0

Opening an Existing Schedule11	
Opening Movie Magic Files150	

Ρ

Printing	
Reports	126
Strips	114

R

Report Design	130
Changing Report Categories	135
Changing Text Direction	137
Justify Text	137
New Report Elements	134
Report Desginer	
Resizing Boxes	134
Text Appearance	137
Text-Wrapping	
Tools	131
Using Design Tools	
Report Layout Manager	
Reports	
Generate	
Print	126
Printing	
View	

S

Scheduling Strips	104
Auto Day Breaks	105
Banner	106
Day Breaks	105
Deleting all Day Breaks	107
Printing Strips	114
Reordering Strips	111
Rescheduling a Cut Strip	109
Shortcut Keys	7
Sorting	
Strips	82

Sorting Strips	. 82
Strip Appearance	.85
Strip Designer	.87
Access	
Aligning Category Boxes	. 92
Categories	. 89
New Design Elements	. 94
New Strip Elements	
Strip Color	100
Strip Size	.99
Strip Text Appearance	.95
Strip Text Color	100
Tools	. 87
Strip Layout	.85
Strip Layout Manager	.85
Strip Text Appearance	. 95
Banner Text	.97
Category Text	
Day Break Text	
Strip Fonts	
Stripboard	
Accessing the Stripboard	. 81
Changing Layout Views	. 82
Changing the Active Board	. 80
Default	
Header Board	.83
Mulitple Boards	.78
New Boards	
Production Information	.83
Renaming a Board	. 80
Sorting Strips	
Strip AppearanceSee Strip Appeara	nce
Stripboard Manager	
Stripboard Manager	.78

Т

Template			
Starting a New	Schedule	from	10

W

Window	5
Cascade	6
Tile Vertically	5