

Mac

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## Tagger

Tagger is an application that enables you to break down a Final Draft script into its various elements and then export the results into popular movie scheduling programs including:

- Movie Magic Scheduling – from Entertainment Partners
- Gorilla Scheduling – from Jungle Software
- CompanyMOVE ShowPlanner - from Novko and others.

Tagger should be thought of as an interface between a Final Draft script and production scheduling programs.

Over the years in Hollywood, many conventions have developed about how to break down a script and then schedule a production. The various production breakdown and scheduling programs all use these industry-standard conventions in one way or another. These specialized programs are designed to help assistant directors, production managers, unit production managers, directors and producers take the information from a script and create everything from shooting schedules to Day-out-of-Days reports to callsheets to production boards.

There is a fine art to breaking down scripts that cannot be learned overnight. However, Tagger makes it easy for anyone to “tag” a script and the export the information to a scheduling program.

In production breakdown and scheduling programs, elements are added to scenes manually by typing them in. The traditional process is to take colored markers and then highlight text by hand in a printed copy of a script. Similarly, Tagger allows you to select text from the electronic script and add any element with a click of the mouse in any category for that scene -- or, for any or all scenes where that element appears. The element text is highlighted and color-coded and can be customized to suit the way you work.

In addition:

- Elements from the script may be added to a category within a scene or many scenes at once.
- An element which is not in the text of the script may be added to a category within a scene or many scenes at once.
- Categories are completely editable and customizable.
- Categories may use different text styles (the highlighted element within the script may be color-coded by category and/or bolded, underlined, italicized, etc.)
- Cast members with speaking and non-speaking roles in a scene may be detected automatically.
- Elements may be linked. For example, if a character always requires a certain costume or a particular prop, you may link the costume or prop to the character. Then whenever the character appears in a scene, their costume or prop will also be noted automatically.
- There are provisions for revised scripts. If a script has been tagged and the script revised in Final Draft, the revised script can be loaded and the new elements tagged while still retaining the elements that had been tagged in the previous version of the script.
- Reports can be generated.



*The text of the script cannot be changed from within Tagger.*

## 4 - Tagger



*Tagger can open scripts written in Final Draft 8 or later.*



**IMPORTANT:** *Erroneous or inadvertent Enter and Tab commands in a script may not be visible or affect how the script looks but can affect Tagger's ability to record accurate page counts. Because page counts are critical in scheduling and budgeting, we strongly recommend that before you import a script into Tagger you run Final Draft's Format Assistant on the script to find and eliminate these unwanted returns and spaces.*



**IMPORTANT:** *After you have tagged the script and exported it to your scheduling software, we strongly recommend that before you begin work you proof the page counts indicated by the scheduling program against the actual script.*

## Launching Tagger

1. In the Finder menu, click Go;
2. Choose Applications;

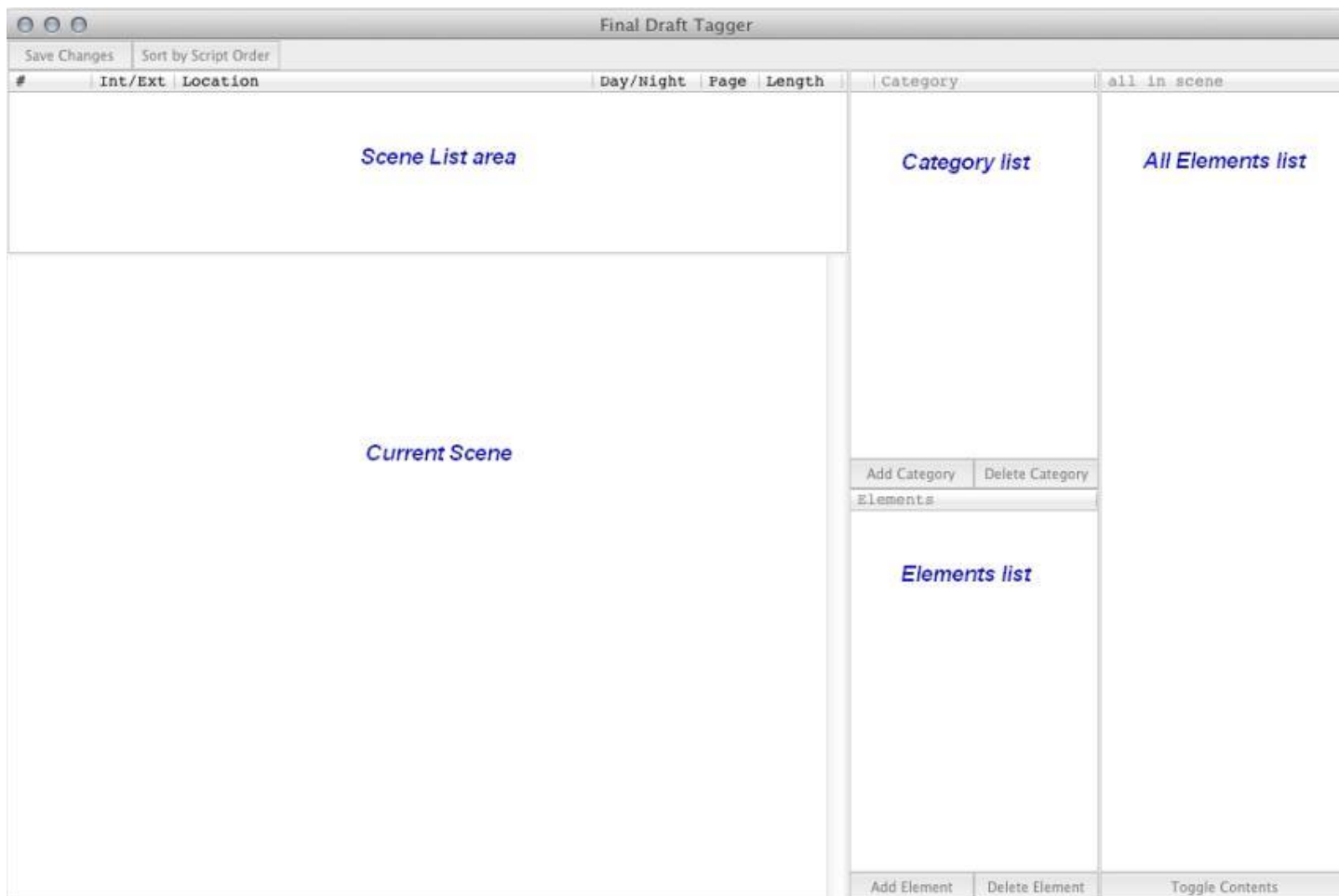


-- or --

With the Finder menu visible, press Shift + Command + A on the keyboard;

3. Double-click the Final Draft Tagger 2 icon.

When Tagger opens, a new blank Tagger screen will be displayed:



## Scene List

The Scene List displays all the scene headings and indicates information about each scene. You can view the contents of any scene by clicking on it.

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**To Sort by any of the Scene List's Columns**

Click the column headings and the Scene List is reordered alphabetically or low-to-high numbers in that column. Click the column heading again and the Scene List is ordered in the reverse order.

Save Changes		Sort by Script Order			
#	Int/Ext	Location	Day/Night	Page	Length
18	EXT.	PRAIRIE	AFTERNOON	10	6/8
19	EXT.	CREEK	SUNSET	11	1 3/8
	EXT.	MAST FARM	DAY	13	4/8
25	EXT.	MAST FARM	DAY	14	5/8
26	EXT.	SUTTER HOUSE	DAY	15	6/8
16	INT.	SMALL TOWN BANK	DAY	9	2/8
20	INT.	MAST HOUSE	NIGHT	12	6/8
21	INT.	SUTTER HOUSE - LOUIS'S OFFICE	NIGHT	13	2/8
22	INT.	SUTTER HOUSE - MARY'S ROOM	NIGHT	13	4/8
24	INT.	SUTTER HOUSE	DAY	14	2/8

When the Scene List is sorted by anything other than script order, the Sort by Script Order button appears. Click it or click the # column heading to return the Scene List to script order.

**Managing Elements**

The best way to explain and explore Tagger and its features is to tag a script. We will use the sample script Farmland – Tagger Test as an example. This file is available for download [HERE](#) or feel free to use your own script instead (make sure you use a backup).



**IMPORTANT:** Scripts to be imported into Tagger should have their scenes numbered. Farmland – Tagger Test is already numbered.

To number scenes in Final Draft, go to Production > Scene Numbers, click Number / Renumber and click OK.

Following standard screenplay format, scene numbers are assigned to the scene headings only.

1. Launch Tagger;
2. Go to File > Open File.
3. Navigate to where you just downloaded the Farmland - Tagger Test script file.
4. Click Open. The Scene List is populated and the first scene is selected:

Save Changes
Sort by Script Order

#	Int/Ext	Location	Day/Night	Page	Length
1	EXT.	MAST FARM	NIGHT	1	2/8
2	EXT.	MAST HOUSE	CONTINUOUS	1	1
3	EXT.	MAST FARM	DAY	2	2/8
4	EXT.	MAST FARM	LATER	2	2/8
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8
5A	INT.	MAST HOUSE - KITCHEN	MORNING	2	1/8
6	EXT.	MAST HOUSE	DAY	2A	2/8
7	INT.	CHURCH	DAY	3	4/8
8	EXT.	CHURCH	DAY	3	6/8
9	INT.	SMALL TOWN BANK	DAY	4	6/8

EXT. MAST FARM - NIGHT

Wheat fields. Etched in darkness and moonlight. For the moment it's calm.

TITLE: Nebraska, 1875.

A WOMAN CRIES OUT, drawing our attention to a scant farm house in the distance.

Category	All elements in the cu...
<ul style="list-style-type: none"> <li>Cast Members</li> <li>Extras</li> <li>Stunts</li> <li>Vehicles</li> <li>Props</li> <li>Special Effects</li> <li>Costumes</li> <li>Makeup</li> <li>Livestock</li> <li>Animal Handler</li> <li>Music</li> <li>Sound</li> <li>Set Dressing</li> <li>Greenery</li> <li>Special Equipment</li> <li>Security</li> <li>Additional Labor</li> </ul>	
<span>Add Category</span> <span>Delete Category</span>	
<span>'Cast Members' in curr...</span>	
<span>Add Element</span> <span>Delete Element</span>	
<span>Toggle Contents</span>	

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## Automatic Tagging of Cast Members

As a script is imported into Tagger, each speaking Cast Member is automatically tagged the first time they have dialogue. Additionally, once a Cast Member is tagged, each instance of it will be tagged when it appears in action elements, (even if that Cast Member doesn't have a speaking role in a scene). In this scene, Henry is listed as a Cast Member although he does not have dialogue.

Farmland - Tagger Test.fdx

Sort by Script Order

xt	Location	Day/Night	Page	Length	Category	All elements in
	MAST FARM	NIGHT	1	2/8		
	MAST HOUSE	CONTINUOUS	1	1		
	MAST FARM	DAY	2	2/8		
	LATER		2	2/8		
	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8		
	MAST HOUSE	DAY	2	3/8		
	MODEST FRONTIER CHURCH	DAY	3	4/8		
	MODEST FRONTIER CHURCH	DAY	3	6/8		
	SMALL TOWN BANK	DAY	4	6/8		
	MAST FARM	DAY	5	3/8		

LATER

Walter and **Henry** stand before a fresh grave bearing two wooden crosses. There are no words.

FADE OUT:

Category

- + Cast Members
- Extras
- Stunts
- Vehicles
- Props
- Special Effects
- Costumes
- Makeup
- Livestock
- Animal Handler
- Music
- Sound
- Set Dressing
- Greenery
- Special Equipment
- Security
- Additional Labor

Add Category Delete Category

'Cast Members' in curren...

HENRY

If a Cast Member is present in a scene but has no dialogue and has not been added to the scene as a Non-Speaking Character in Final Draft, it can be added to the scene in Tagger.

In this example, the character "Walter" is in Scene 2 but has no dialogue. If he did, his character name would have been added automatically to the Cast Members list for this scene.

Ext	Location	Day/Night	Page	Length	Category	All elements in the c...
	MAST FARM	NIGHT	1	2/8		
	MAST HOUSE	CONTINUOUS	1	7/8		
	MAST FARM	DAY	2	2/8		
	LATER		2	2/8		
	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8		
	MAST HOUSE	DAY	2	3/8		
	MODEST FRONTIER CHURCH	DAY	3	4/8		
	MODEST FRONTIER CHURCH	DAY	3	6/8		

EXT. MAST HOUSE - CONTINUOUS

Perched on the house's front stair is HENRY MAST. He's 11 years old and anxious as anything.

His mother's intermittent screams emanate from the house.

Nearby his father **WALTER** MAST, 40's, smokes a pipe. Keeps his back to his son. Trying to hide the worry in his weathered face.

Category

- + Cast Members
- Extras
- Stunts
- Vehicles
- Props
- Special Effects
- Costumes
- Makeup
- Livestock
- Animal Handler
- Music
- Sound
- Set Dressing
- Greenery
- Special Equipment
- Security
- Additional Labor

Add Category Delete Category

'Cast Members' in curren...

HENRY  
DOCTOR

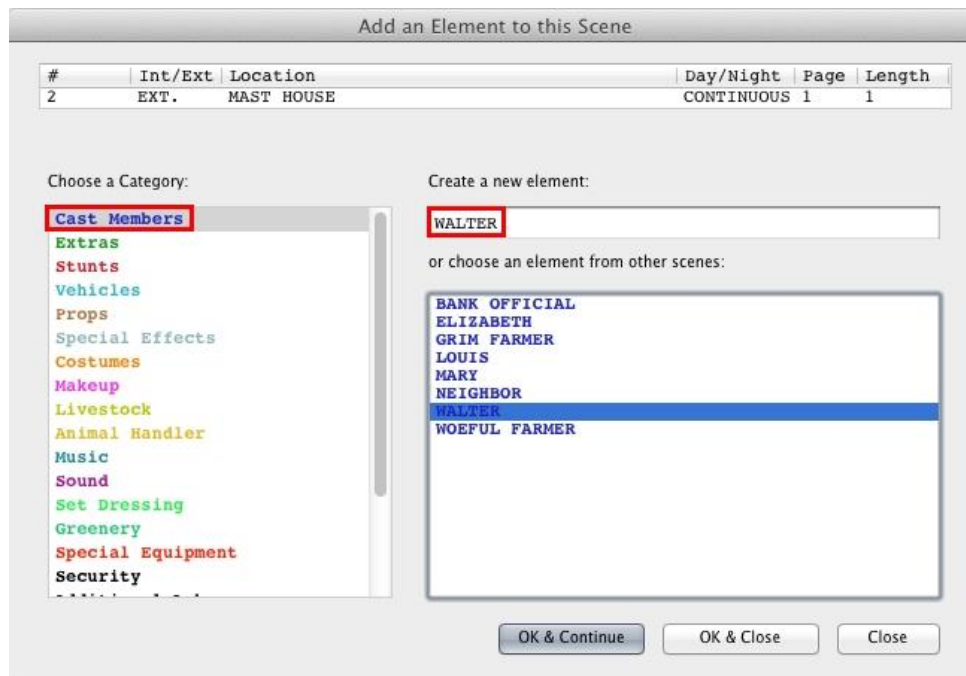
We will add his name manually:

1. Click Scene 2 in the Scene List area to make it the current scene.
2. Double-click or highlight the name "Walter."

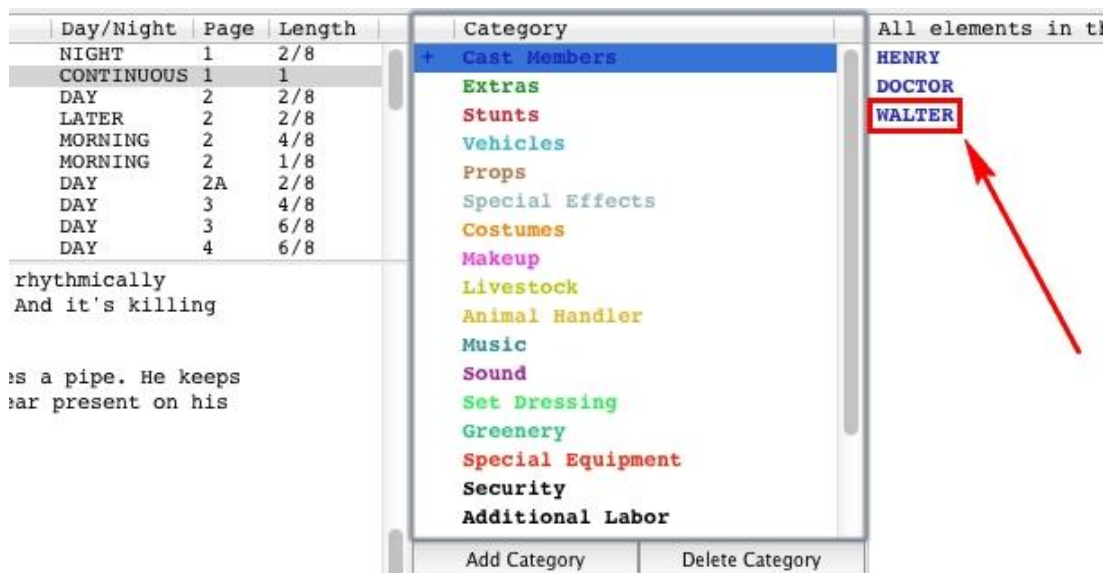


3. Right-click or Control + click the highlighted text.

This dialogue box appears:



4. Select Cast Members from the Category list.
5. Click OK & Close.
6. Walter is now a Cast Member for this scene:



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**Adding an Element****To View the Tagged Items in Any Category**

Click the Category name in the Category List. Any elements previously tagged for that scene in the chosen category will appear. In this example, after clicking Props from the Category list, all props -- so far just the pipe -- tagged in this scene are displayed:

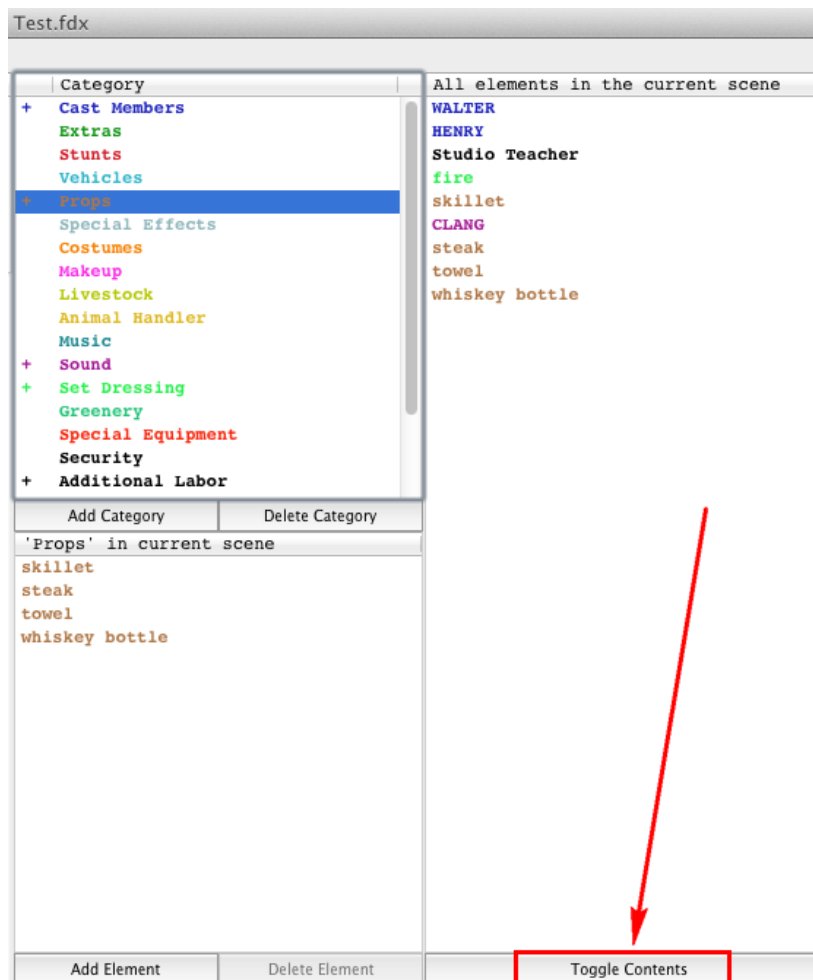
Length	Category	All elements
2/8	+ Cast Members	HENRY
7/8	Extras	DOCTOR
2/8	Stunts	WALTER
2/8	Vehicles	pipe
4/8	+ Props	
3/8	Special Effects	
4/8	Costumes	
6/8	Makeup	
	Livestock	
	Animal Handler	
	Music	
	Sound	
	Set Dressing	
	Greenery	
	Special Equipment	
	Security	
	Additional Labor	

Add Category    Delete Category

'Props' in current scene  
pipe

## To Toggle the All Elements List

Click the Toggle Contents button:



The list cycles through three settings:

1. All elements in the script;
2. All <selected category> in the script; choose the desired category from the Category List;
3. All elements in the current scene.

The scene in the following illustrations has been tagged for demonstration purposes in this manual and these tags will not appear in your copy of the script.

**All elements in the script:**

Category	All elements in the script
Cast Members	HENRY
Extras	DOCTOR
Stunts	GRIM FARMER
Vehicles	WOEFUL FARMER
Props	NEIGHBOR
Special Effects	WALTER
Costumes	BANK OFFICIAL
Makeup	LOUIS
Livestock	MARY
Animal Handler	ELIZABETH
Music	Studio Teacher
Sound	fire
Set Dressing	skillet
Greenery	CLANG
Special Equipment	steak
Security	towel
Additional Labor	whiskey bottle

**All <selected category> in the script (in this example, Additional Labor):**

Test.fdx		All 'Additional Labor' in the script
Category		Studio Teacher
+ Cast Members		
Extras		
Stunts		
Vehicles		
Props		
Special Effects		
Costumes		
Makeup		
Livestock		
Animal Handler		
Music		
Sound		
Set Dressing		
Greenery		
Special Equipment		
Security		
+ Additional Labor		
Add Category		
Delete Category		
'Additional Labor' in current scene		
Studio Teacher		

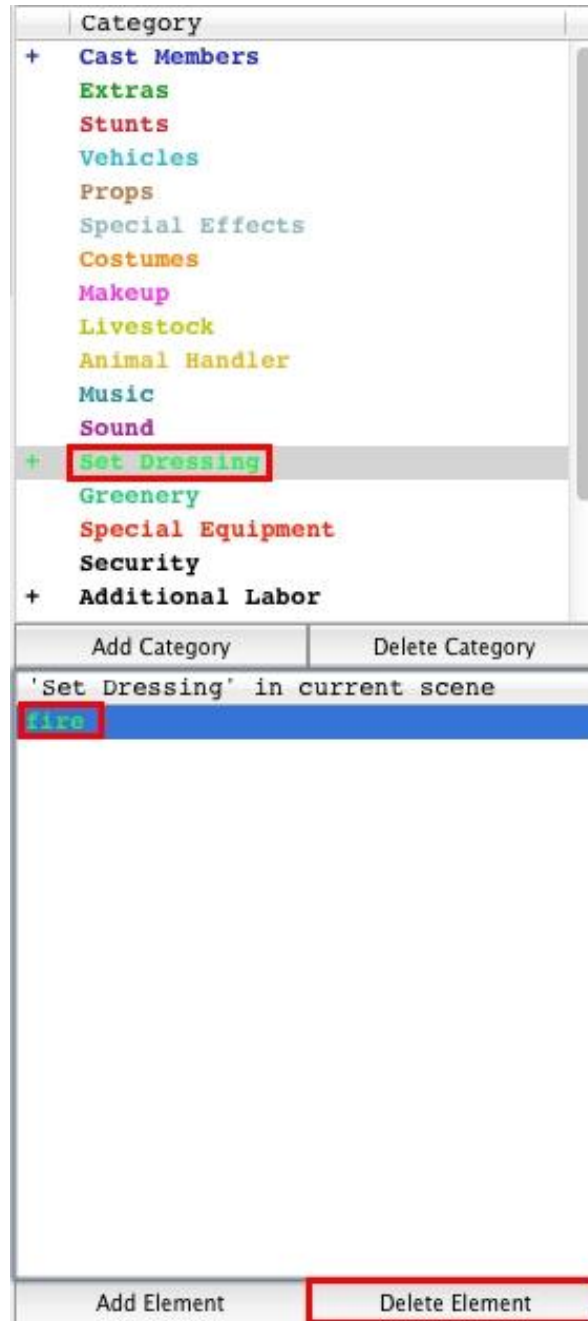
## All elements in the current scene:

Category	All elements in the current scene
+ Cast Members	WALTER
Extras	HENRY
Stunts	Studio Teacher
Vehicles	fire
+ Props	skillet
Special Effects	CLANG
Costumes	steak
Makeup	towel
Livestock	whiskey bottle
Animal Handler	
Music	
+ Sound	
+ Set Dressing	
Greenery	
Special Equipment	
Security	
+ Additional Labor	

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**To Delete a Tagged Element from a Scene**

1. From the Scene List, select a scene from which the tagged element is to be removed.
2. Select the Category of the tagged element, in this example, Set Dressing.
3. Select the item in the Elements List, in this example, **fire**.



3. Click the Delete Element button.

A confirmation dialog appears.

4. Choose whether to clear the element for the current scene or all scenes.



The item will be removed immediately from the list. The element's text will no longer appear in the category's color.



*Deleting an element removes it only from this script. When a different script is opened in Tagger, all default elements are available.*

## To Edit a Tagged Element or Change its Category

As an example, a livestock item may be called "horse" or "Walter's horse" in the script, but you want it to be named "Bessie" in the breakdown sheets.

#	Int/Ext	Location	Day/Night	Page	Length
1	EXT.	MAST FARM	NIGHT	1	2/8
2	EXT.	MAST HOUSE	CONTINUOUS	1	1
3	EXT.	MAST FARM	DAY	2	2/8
4	EXT.	MAST FARM	LATER	2	2/8
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8
5A	INT.	MAST HOUSE - KITCHEN	MORNING	2	1/8
6	EXT.	MAST HOUSE	DAY	2A	2/8
7	INT.	CHURCH	DAY	3	4/8
8	EXT.	CHURCH	DAY	3	6/8
9	INT.	SMALL TOWN BANK	DAY	4	6/8

EXT. MAST HOUSE - DAY

The fields look fallow. Henry drives their farm wagon, and their one **horse** up to the front of the house.

Henry's shirt is tucked in and his hair is combed. His version of Sunday's best when you can't afford more.

Walter exits the house, tucking his shirt in as he goes.

HENRY

Come on!

Walter climbs into the wagon at his own pace.

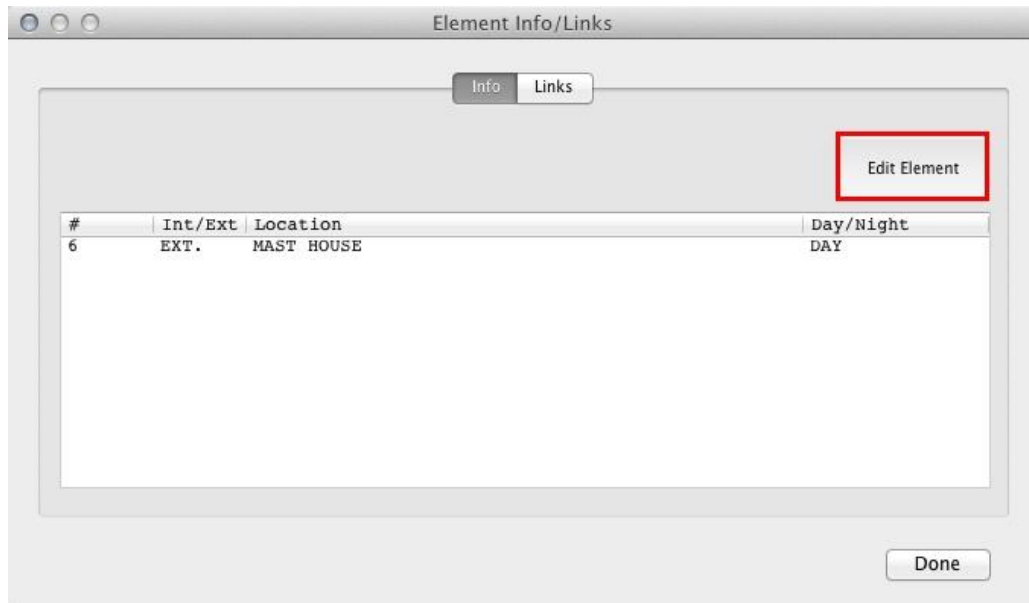
**Elements List:**

- Cast Members
- Extras
- Stunts
- Vehicles
- Props
- Special Effects
- Costumes
- Makeup
- Livestock
  - Animal Handler
  - Music
  - Sound
  - Set Dressing
  - Greenery
  - Special Equipment
  - Security
  - Additional Labor

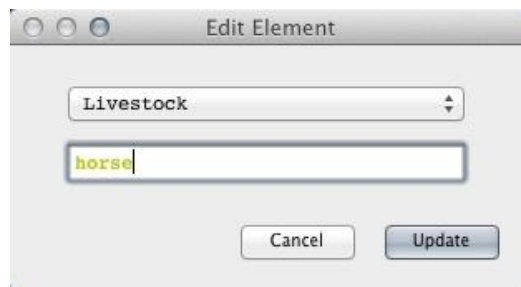
All elements in the current scene: HENRY, **horse**

'Livestock' in current scene: **horse**

1. Double-click the item in the Elements List. The Element Info dialog appears:



2. Click the Edit Element button and this dialog appears:



3. Edit the item's name (in this example, change "horse" to "Bessie") and/or use the Category List to change the item's category.
4. Click Update when done.
5. Click Done in the Element Info dialog.
6. The new term for the item is displayed all Tagger panels (in this example, "Bessie"). The reference on the script page ("horse") is not changed.



Farmland - Tagger Test.fdx

Save Changes | Sort by Script Order

#	Int/Ext	Location	Day/Night	Page	Length	Category	All elements in the current scene
1	EXT.	MAST FARM	NIGHT	1	2/8	+ Cast Members	HENRY
2	EXT.	MAST HOUSE	CONTINUOUS	1	1	Extras	Bessie
3	EXT.	MAST FARM	DAY	2	2/8	Stunts	
4	EXT.	MAST FARM	LATER	2	2/8	Vehicles	
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8	Props	
5A	INT.	MAST HOUSE - KITCHEN	MORNING	2	1/8	Special Effects	
6	EXT.	MAST HOUSE	DAY	2A	2/8	Costumes	
7	INT.	CHURCH	DAY	3	4/8	Makeup	
8	EXT.	CHURCH	DAY	3	6/8	+ Livestock	
9	INT.	SMALL TOWN BANK	DAY	4	6/8	Animal Handler	
						Music	
						Sound	
						Set Dressing	
						Greenery	
						Special Equipment	
						Security	
						Additional Labor	

EXT. MAST HOUSE - DAY

The fields look fallow. Henry drives their farm wagon, and their one **Bessie** up to the front of the house.

Henry's shirt is tucked in and his hair is combed. His version of Sunday's best when you can't afford more.

Walter exits the house, tucking his shirt in as he goes.

HENRY

Come on!

Walter climbs into the wagon at his own pace.

Add Category | Delete Category

'Livestock' in current scene

**Bessie**

Add Element | Delete Element | Toggle Contents

## Tagging Elements

### To Tag an Element in the Script

1. Double-click or highlight the item to be tagged. In this example, it is Walter's pipe.

#	Int/Ext	Location	Day/Night	Page	Length
	EXT.	MAST FARM	NIGHT	1	2/8
	EXT.	MAST HOUSE	CONTINUOUS	1	1
	EXT.	MAST FARM	DAY	2	2/8
		LATER		2	2/8
	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8
	EXT.	MAST HOUSE	DAY	2	3/8
	INT.	MODEST FRONTIER CHURCH	DAY	3	4/8
	EXT.	MODEST FRONTIER CHURCH	DAY	3	6/8

EXT. MAST HOUSE - CONTINUOUS

Perched on the house's front stair is HENRY MAST. He's 11 years old and anxious as anything.

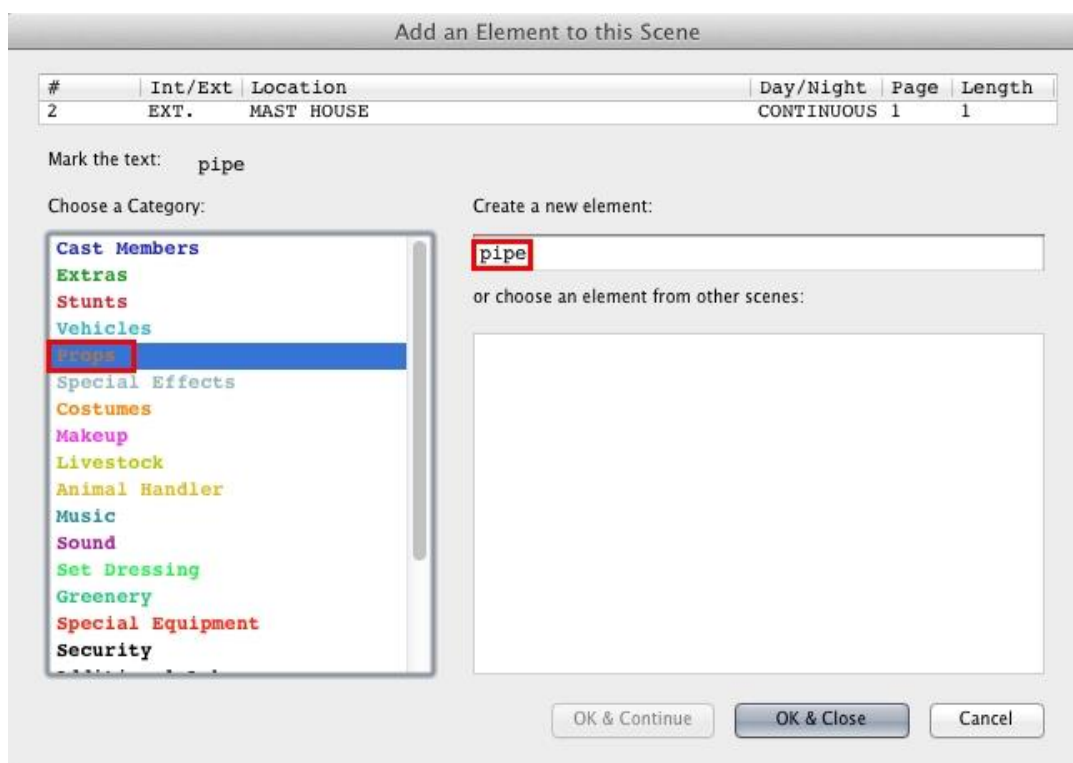
His mother's intermittent screams emanate from the house.

Nearby his father WALTER MAST, 40's, smokes a pipe Keeps his back to his son. Trying to hide the worry in his weathered face.

2. Right-click or Control + click the selected text. The Add Element dialog appears.

Because the current Category was Cast Member before the text was selected, it is the default category in the Add Element dialog.

3. Change the category by clicking it. In this case, the category we want is Props.
4. Click OK & Close (or double-click the category name).



The tagged text now appears in whatever color the chosen category is set to. A plus sign (+) appears next to the Props category, indicating that an element in this scene has been tagged as a Prop.

	Day/Night	Page	Length	Category	All elements in the c...
	NIGHT	1	2/8	+ Cast Members	HENRY
	CONTINUOUS	1	7/8	Extras	DOCTOR
	DAY	2	2/8	Stunts	WALTER
		2	2/8	Vehicles	pipe
ROOM	MORNING	2	4/8	+ Props	
	DAY	2	3/8	Special Effects	
	DAY	3	4/8	Costumes	
	DAY	3	6/8	Makeup	
				Livestock	
				Animal Handler	
				Music	
				Sound	
				Set Dressing	
				Greenery	
				Special Equipment	
				Security	
				Additional Labor	
				Add Category	Delete Category
				'Props' in current sc...	
				pipe	

Below the table, there is a text area with the following text:

'S

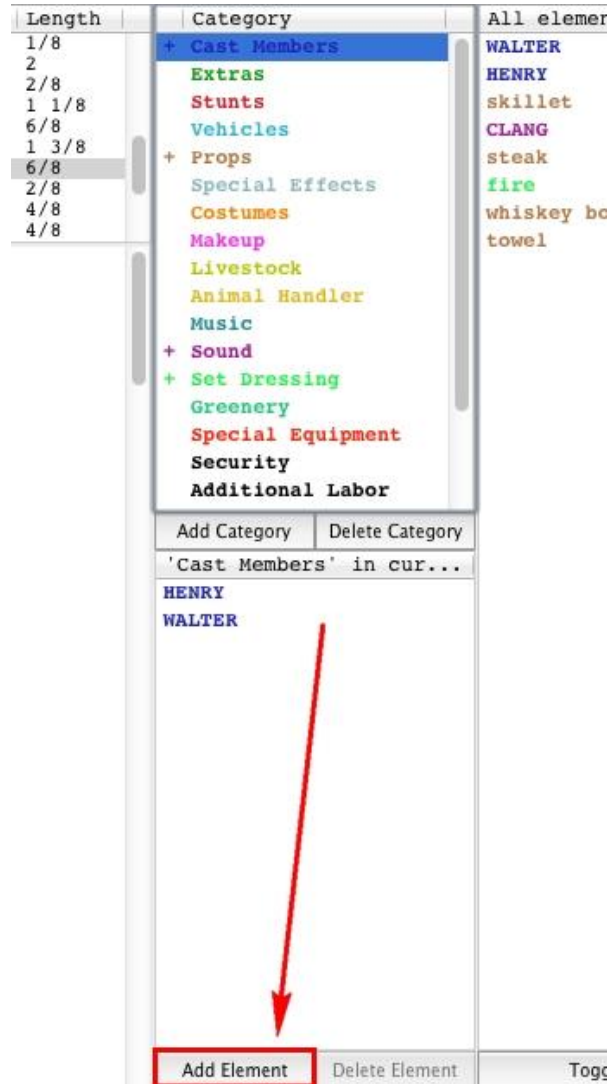
t stair is HENRY MAST. He's 11  
ything.

creams emanate from the house.

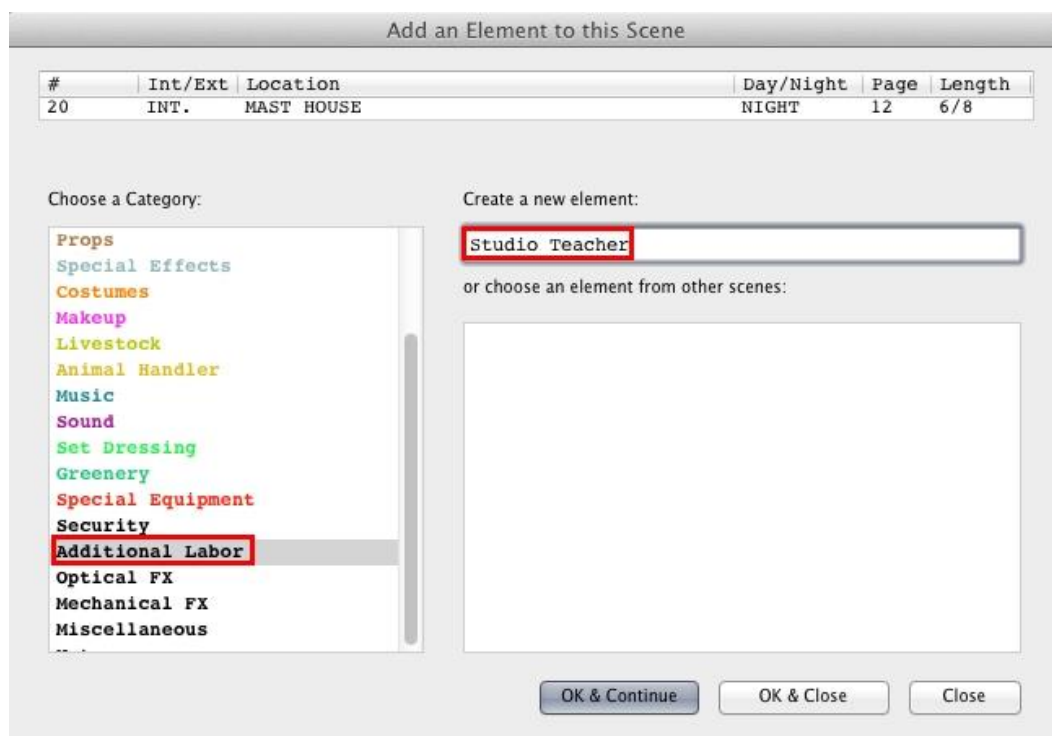
ST, 40's, smokes a pipe Keeps his  
hide the worry in his weathered

**To Tag an Element Not Mentioned in the Script:**

1. Select the scene to which you wish to add an element that is not in the script. Click the Add Element button.



2. The Add Element dialog appears:



The Add Element field will be blank.

Type the text desired for the element in the Create New Element field. In this example, because the character "Henry" is a child, the actor playing him will require a **studio teacher**.

Choose the correct category from the list on the left (in this example, Additional Labor) and click OK & Continue to continue adding elements to the scene, OK & Close to save the new element and return to the main screen, or Cancel to return to the main screen without saving the new element.

The element "Studio Teacher" will be added to the scene even though it does not appear in the script. Since the Studio Teacher will be required whenever Henry is in a scene -- whenever the child actor playing Henry is on set -- "Henry" and "Studio Teacher" should be linked.

## Linking Elements

One element may need to link to another element. For example, a blind character (Cast Member) may always need a cane (Prop).

### To Link One Element to Another:

Both elements need to have been previously tagged or added to their respective categories. For example, in Scene 2 of Farmland, we meet Walter. Although he does not have dialogue here, he has been added to this scene.

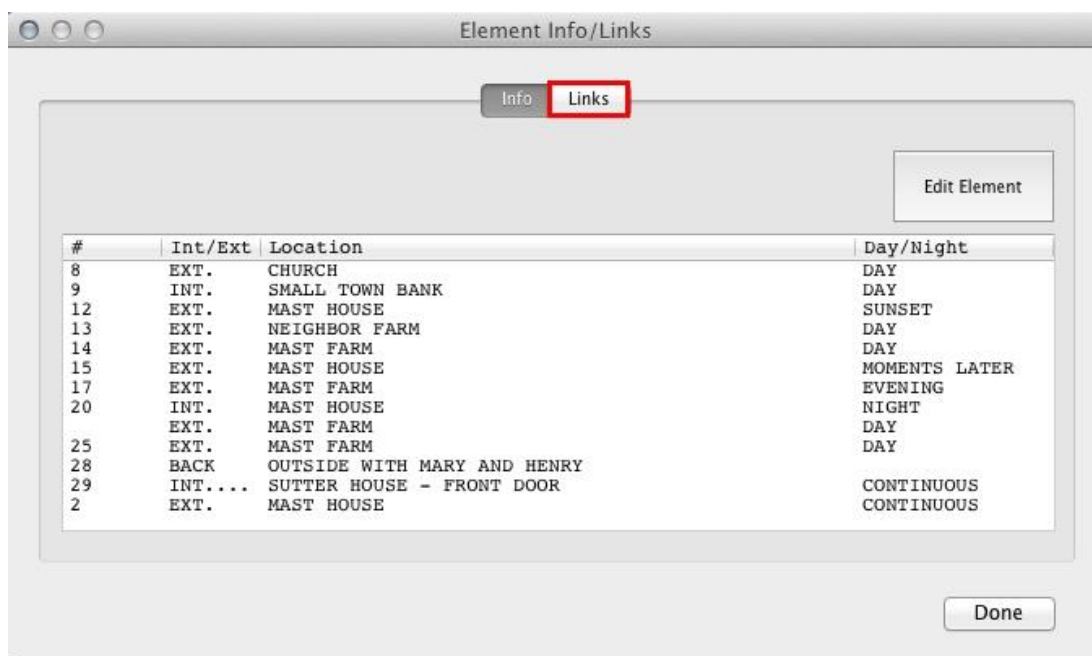
## 22 - Tagger

In every scene in the script, Walter is either holding or smoking his pipe, so every scene in which Walter appears should have his pipe as one of the props.

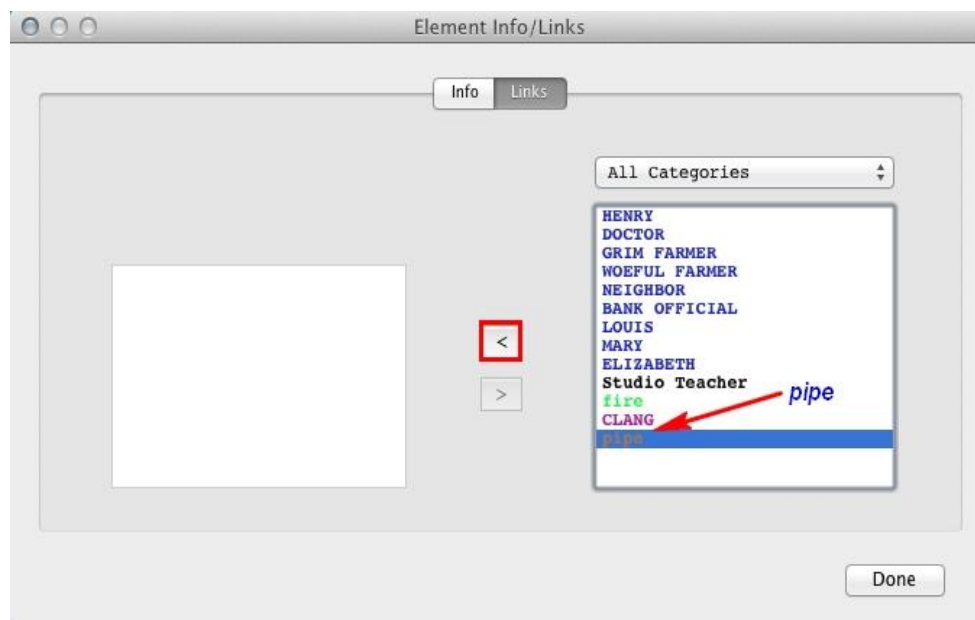
The screenshot shows the Tagger software interface for a script titled "Farmland - Tagger Test.fdx". The interface is divided into several sections:

- Script Table:** A table with columns for #, Int/Ext, Location, Day/Night, Page, and Length. It lists 9 scenes, with scene 9 being the current scene.
- Script Text:** The text of scene 9, including descriptions of a mother's screams, Walter smoking a pipe, Henry's dialogue, and a doctor's dialogue. The words "WALTER" and "pipe" are highlighted in red boxes.
- Category List:** A list of categories for tagging items, including Cast Members, Extras, Stunts, Vehicles, Props, Special Effects, Costumes, Makeup, Livestock, Animal Handler, Music, Sound, Set Dressing, Greenery, Special Equipment, Security, and Additional Labor.
- Scene Elements:** A list of elements currently in the scene, including DOCTOR, HENRY, and WALTER.
- Buttons:** Buttons for "Add Element", "Delete Element", and "Toggle Contents" are visible at the bottom.

1. Tag the item to be linked to a character (in this example, "pipe").
2. In the Category List, choose Cast Members and all Cast Members in the current scene will be displayed in the Scene Elements section.
3. Double-click the Cast Member to which you want to link the item (in this example, Walter). This dialogue will appear:



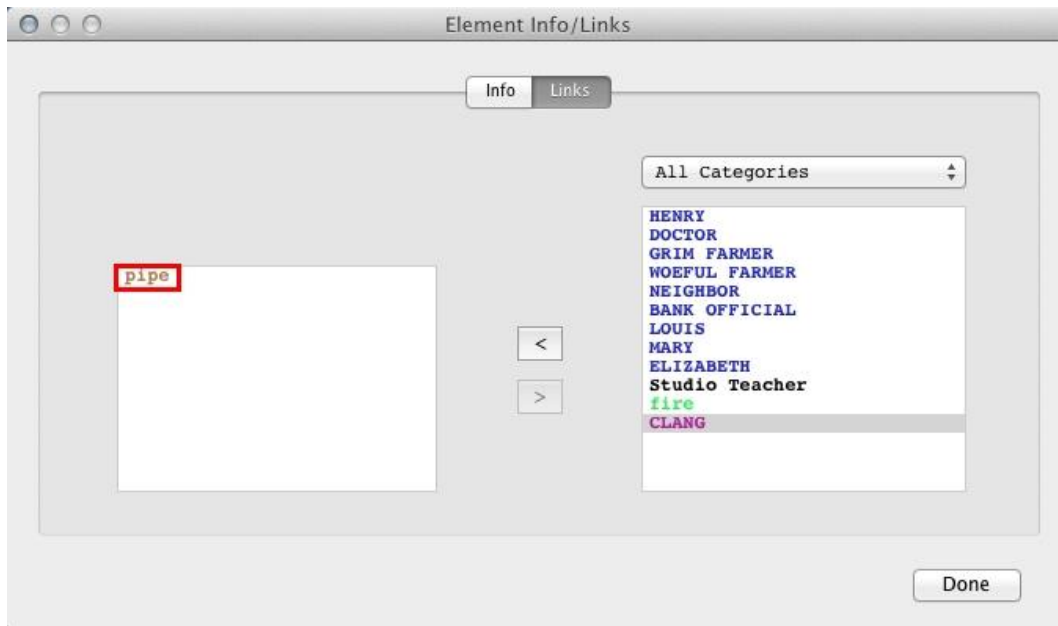
Click the Links tab and the Link Element dialog appears:



Double-click or select the element you want to link. In this example, double-click "pipe"

-- or --

Click the left-pointing arrow button. The selected element moves to the Link List on the left:



Click Done to link the elements (in this example, "pipe" is now linked to Walter). Every scene in which Walter appears now also has "pipe" in its Props list.

### To Unlink Two Elements

1. Double-click on the element from which you want to have elements unlinked and the Link Element dialog appears.
2. From the Link list on the left, select the element to be unlinked .
3. Click the right-pointing arrow button. The selected element is removed from the Link list.
4. Click Done to unlink.

### Managing Categories

Categories may be added, edited or deleted.



**IMPORTANT:** *If you are using Movie Magic Scheduling 3.7 or earlier, or Gorilla Scheduler, and have created any new Categories in Tagger, before you import a Tagger file you must create the new Categories in the scheduling program. Spelling, case and order must match their listing in Tagger exactly.*



### To Add a New Category

1. Click the Add Category button and the Add Category dialog appears.

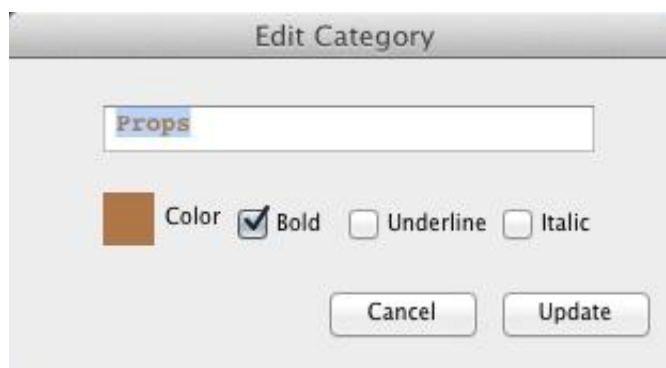


2. Type in the name for the category in the empty field.
3. Click the color swatch and chose the category's color. Click OK when set.
4. Choose any type style desired.
5. Click OK.

The new category will appear at the bottom of the Category List.

### To Modify an Existing Category

1. Double-click the category to be edited and the Edit Category dialog appears:



1. If the category's color is to be changed, click the color swatch and chose a new color. Click OK when set.
2. Make any changes desired to the category name or type style.
3. Click Update.

Any changes will be reflected in the Category List and in any elements previously tagged in that category.

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**To Delete an Existing Category:**

1. Select the category to be deleted (in this example, Special Equipment);
2. Click Delete Category;



3. The Confirm Delete dialog appears:



4. Click Cancel to dismiss the dialog and keep the category or Delete Category to remove it from the Category list. If Delete Category is chosen, the category will be removed and any elements in the category will be untagged.



*Deleting a category removes it only from this script. When a different script is opened in Tagger, all default categories are available.*

## Tagger Menus

### Final Draft Tagger 2 Menu



#### About Final Draft Tagger

View information about the version of Tagger installed on your computer.

#### Preferences



Preferences are settings that allow control over how a number of features operate. Settings are saved between sessions.

#### Auto Tag on Import

##### Auto Tag Characters

When this box is checked and a script is opened in Tagger, Tagger will scan all scenes and tag as Cast Members all speaking characters and all named non-speaking characters. Default is on.

##### Auto Tag Characters in Action

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When this box is checked, Tagger will scan all scenes and tag as Cast Members all characters and all named non-speaking characters if they appear in Action elements. Default is on.

**Confirmation**

Determines whether a confirmation dialogue appears when elements are tagged. Default is “Do not confirm.”

**Tagging Elements**

Determines whether an item will be tagged in all scenes or only in the current scene. Default is “Apply to current scene only.”

**Auto-Save**

Determines whether Tagger will automatically save the script. The conditions for saving are:

On Scene Change

Every time the selected scene is changed (default).

Every \_\_ Minutes

When the time indicated in the Minutes field has elapsed. To change the interval in which Tagger will save the open file, type a digit into the Minutes field and click Done. Maximum is 60 minutes.

The Autosave function is disabled by default.

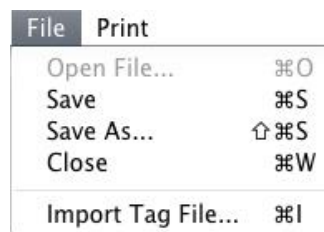
**Quit Final Draft Tagger 2**

Closes the file and Final Draft Tagger 2.

1. Choose File > Quit.

If the open file has unsaved changes, the Save Changes dialogue will be displayed.

2. Click No to quit the program without saving recent changes, click Cancel to return to Tagger or click Save to save changes and exit the program.

**File Menu****Open File...**

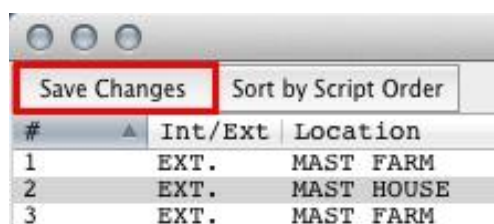
Choose the Open File command to open a script written in Final Draft 8 or higher.



**IMPORTANT:** *Erroneous or inadvertent Enter and Tab commands in a script may not be visible or affect how the script looks but can affect Tagger's ability to record accurate page counts. Because page counts are critical in scheduling and budgeting, we strongly recommend that before you import a script into Tagger you run Final Draft's Format Assistant on the script to find and eliminate these unwanted returns and spaces.*

## Save

Saves any changes made since the last save. This command is the same as the Save Changes button at the upper left of the program:



## Save As

Saves the script file to another location and / or with a different file name.

## Close

If any changes have been made since the last time the script was saved:

1. Choose File > Close and the Save Changes dialog appears.
2. Click Save to save all changes.

## Import Tag File

This command should only be used if you need to continue work on a .TAG file created in Tagger 1 (which shipped with Final Draft 7) in Tagger 2 and Final Draft 8 / 9.

If you open an old .FDR script created in Final Draft 7 in Final Draft 8 or 9, it will be converted to a Final Draft 8 / 9 (.FDX) file. Opening the .FDX version of the script in Tagger 2 and importing the earlier Tagger 1 file will apply the old tags to the newly converted script.

Choose File > Import Tag File to import the Tagger file.

## Print Menu



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**Scene Report**

Prints a report detailing all tagged elements scene by scene.

**Element Report**

Prints a report indicating in which scene each tagged element appears, element by element.