



Windows

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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.

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The text of the script cannot be changed from within 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

Windows 10

Click the Start button, type the words "Tagger 2" (without quotes) and choose Final Draft Tagger 2;

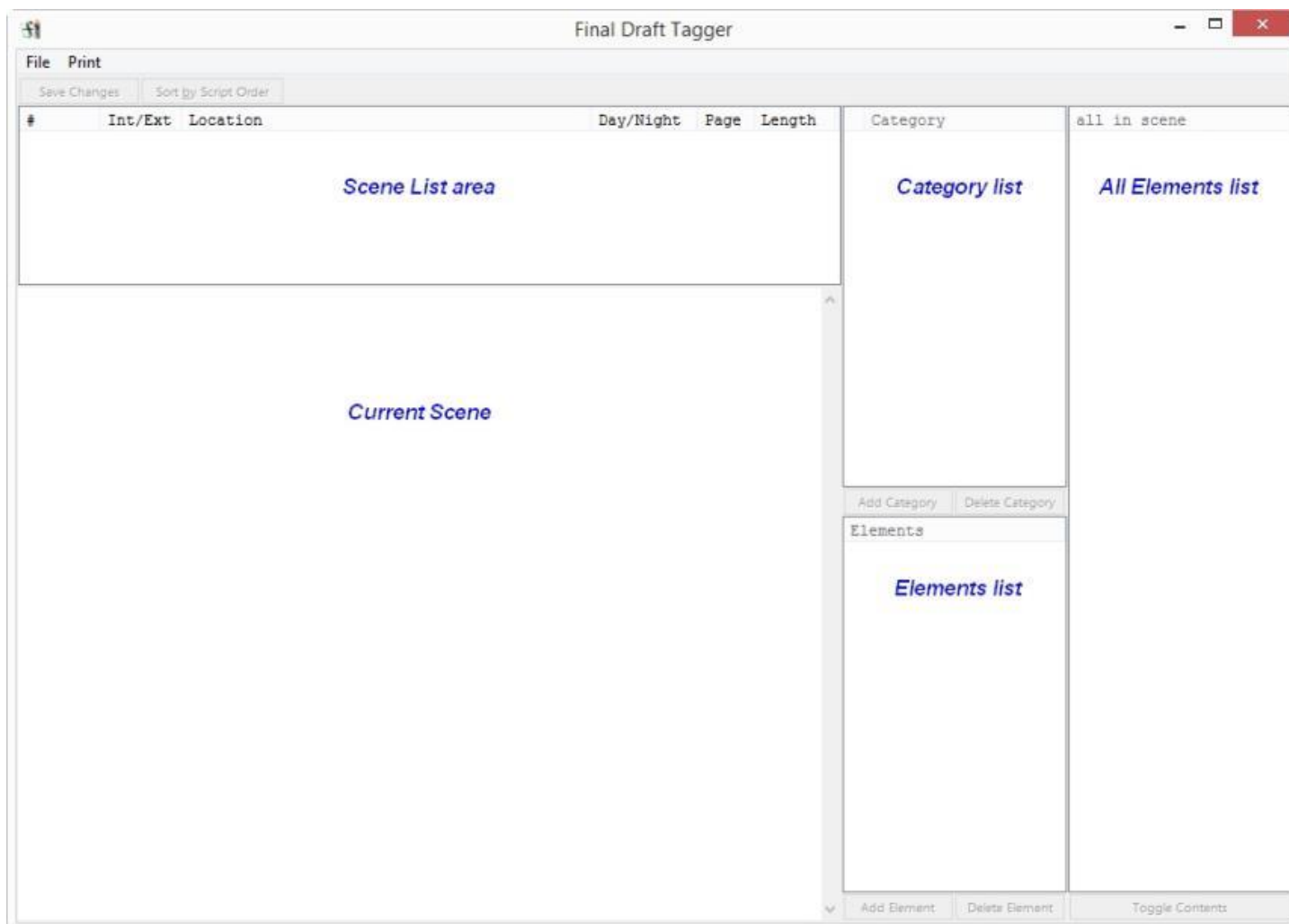
Windows 8

In the Start screen, type the words "Tagger 2" (without quotes) and choose Final Draft Tagger 2;

Windows 7 / Vista

Click the Start button and choose Programs > Final Draft Tagger 2.

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.

#	Int/Ext	Location	Day/Night	Page	Length
13	EXT.	NEIGHBOR FARM	DAY	6	1 1/8
11	EXT.	PRAIRIE	DAY	5	4/8
18	EXT.	PRAIRIE	AFTERNOON	10	5/8
26	EXT.	SUTTER HOUSE	DAY	15	6/8
20	INT.	MAST HOUSE	NIGHT	12	6/8
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8
7	INT.	MODEST FRONTIER CHURCH	DAY	3	4/8
16	INT.	SMALL TOWN BANK	DAY	9	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;

- Final Draft 10: Click Number / Renumber and click OK.
- Final Draft 9 / 8: Click Add Numbers 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:

Farmland - Tagger Test.fdx

File Print

Save Changes Sort by Script Order

#	Int/Ext	Location	Day/Night	Page	Length	Category	All elements in the c...
1	EXT.	MAST FARM	NIGHT	1	2/8	Cast Members	
2	EXT.	MAST HOUSE	CONTINUOUS	1	1	Extras	
3	EXT.	MAST FARM	DAY	2	2/8	Stunts	
4		LATER		2	2/8	Vehicles	
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8	Props	
6	EXT.	MAST HOUSE	DAY	2	3/8	Special Effects	
7	INT.	MODEST FRONTIER CHURCH	DAY	3	4/8	Costumes	
8	EXT.	MODEST FRONTIER CHURCH	DAY	3	6/8	Makeup	

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.

Add Category Delete Category

'Cast Members' in cur...

Add Element Delete Element Toggle Contents

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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.

Ext	Location	Day/Night	Page	Length	Category	All elements
1	MAST FARM	NIGHT	1	2/8	+ Cast Members	HENRY
1	MAST HOUSE	CONTINUOUS	1	7/8	Extras	
2	MAST FARM	DAY	2	2/8	Stunts	
2	LATER		2	2/8	Vehicles	
2	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8	Props	
2	MAST HOUSE	DAY	2	3/8	Special Effects	
3	MODEST FRONTIER CHURCH	DAY	3	4/8	Costumes	
3	MODEST FRONTIER CHURCH	DAY	3	6/8	Makeup	
					Livestock	
					Animal Handler	
					Music	
					Sound	
					Set Dressing	
					Greenery	
					Special Equipment	
					Security	

LATER

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

FADE OUT:

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...
1	MAST FARM	NIGHT	1	2/8	+ Cast Members	HENRY
1	MAST HOUSE	CONTINUOUS	1	7/8	Extras	DOCTOR
2	MAST FARM	DAY	2	2/8	Stunts	
2	LATER		2	2/8	Vehicles	
2	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8	Props	
2	MAST HOUSE	DAY	2	3/8	Special Effects	
3	MODEST FRONTIER CHURCH	DAY	3	4/8	Costumes	
3	MODEST FRONTIER CHURCH	DAY	3	6/8	Makeup	
					Livestock	
					Animal Handler	
					Music	
					Sound	
					Set Dressing	
					Greenery	
					Special Equipment	
					Security	
					Additional Labor	

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.

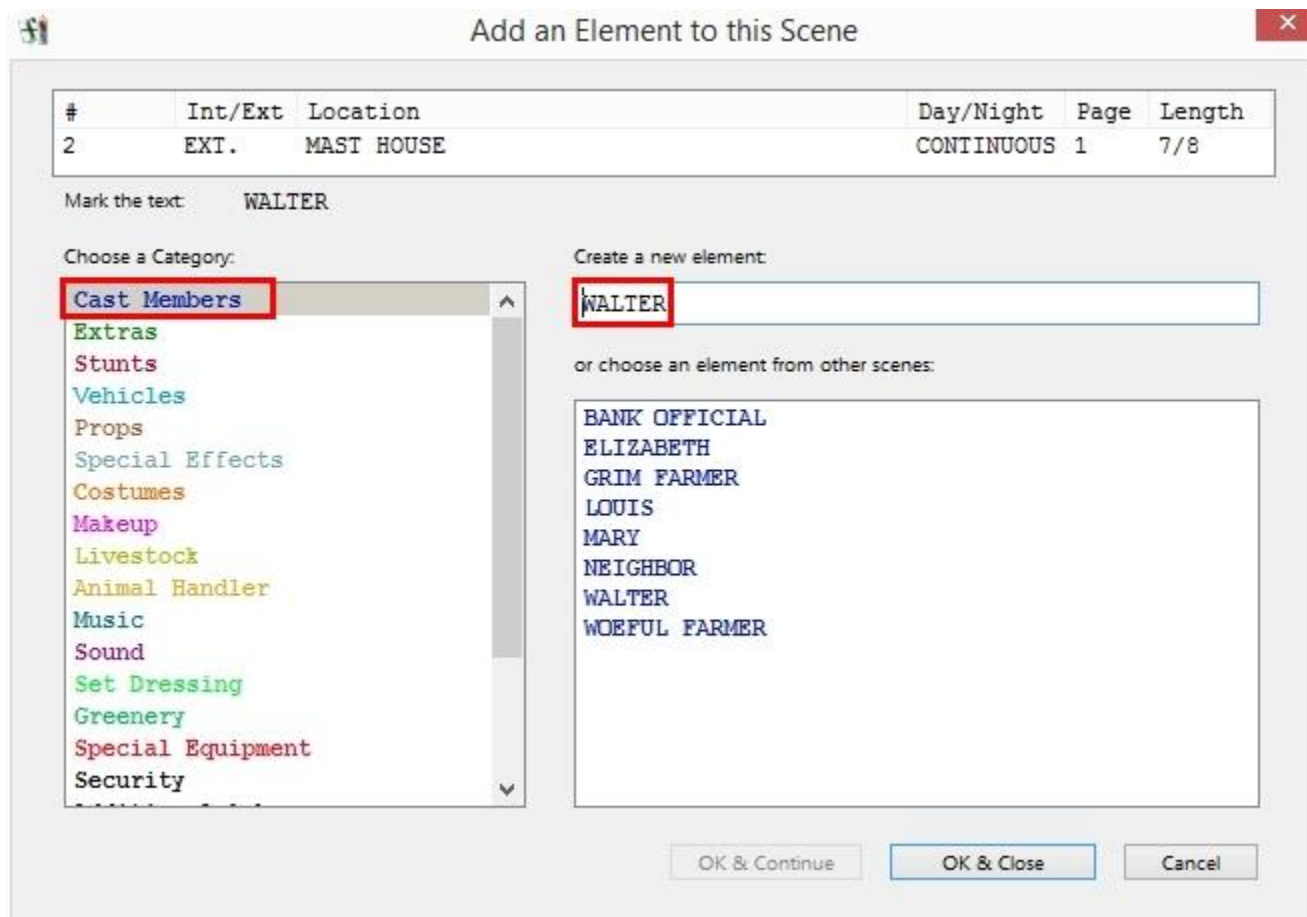
Nearby his father WALTER MAST, 40's, smokes a pipe. Keeps his back to his son. Trying to hide the worry in his weathered face.

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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/Ext	Location	Day/Night	Page	Length	Category	All elements in the c...
.	MAST FARM	NIGHT	1	2/8	+ Cast Members	HENRY
.	MAST HOUSE	CONTINUOUS	1	7/8	Extras	DOCTOR
.	MAST FARM	DAY	2	2/8	Stunts	WALTER
.	LATER		2	2/8	Vehicles	
.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8	Props	
.	MAST HOUSE	DAY	2	3/8	Special Effects	
.	MODEST FRONTIER CHURCH	DAY	3	4/8	Costumes	
.	MODEST FRONTIER CHURCH	DAY	3	6/8	Makeup	

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

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:

The screenshot shows the Tagger interface with the following components:

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	

Below the Category List, there are two buttons: "Add Category" and "Delete Category".

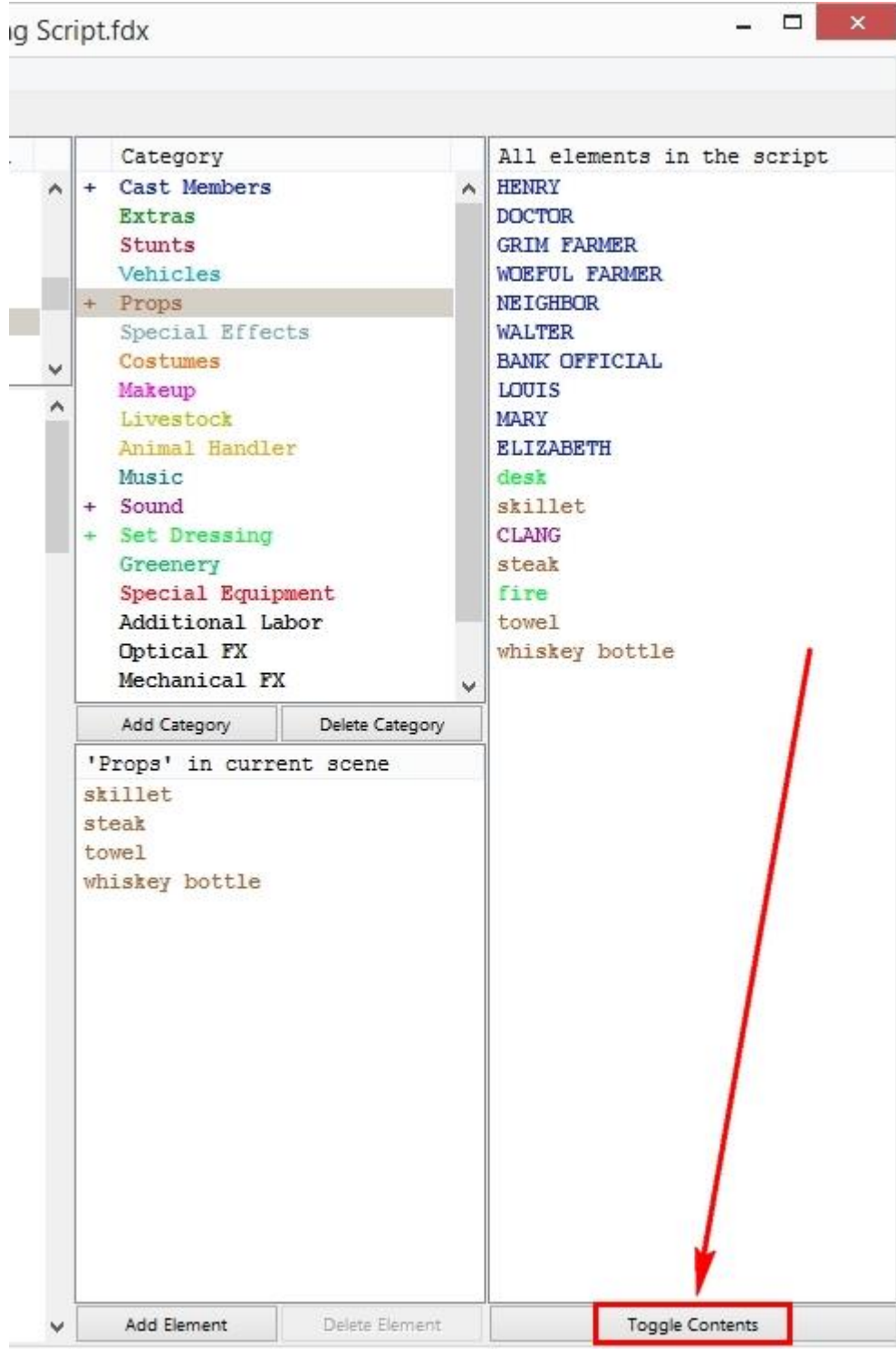
Below the buttons, a text box displays the following information:

```
'Props' in current scene  
pipe
```

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To Toggle the All Elements List

Click the Toggle Contents button:

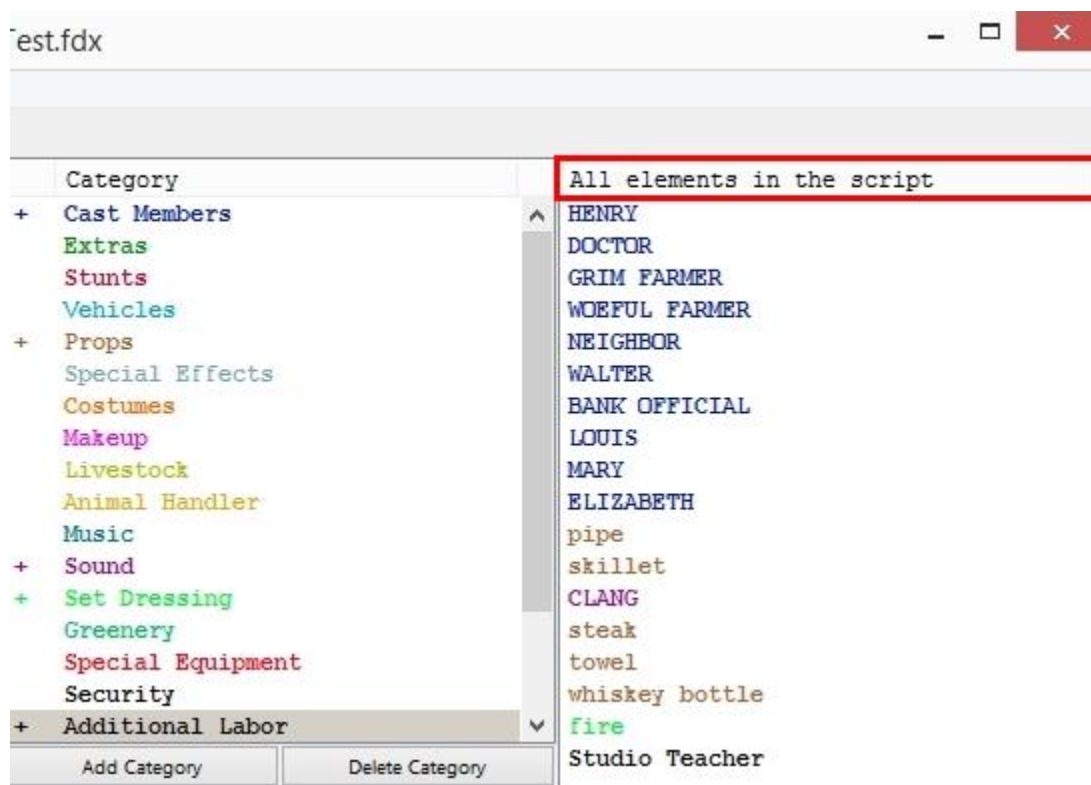


The list cycles through three settings:

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.

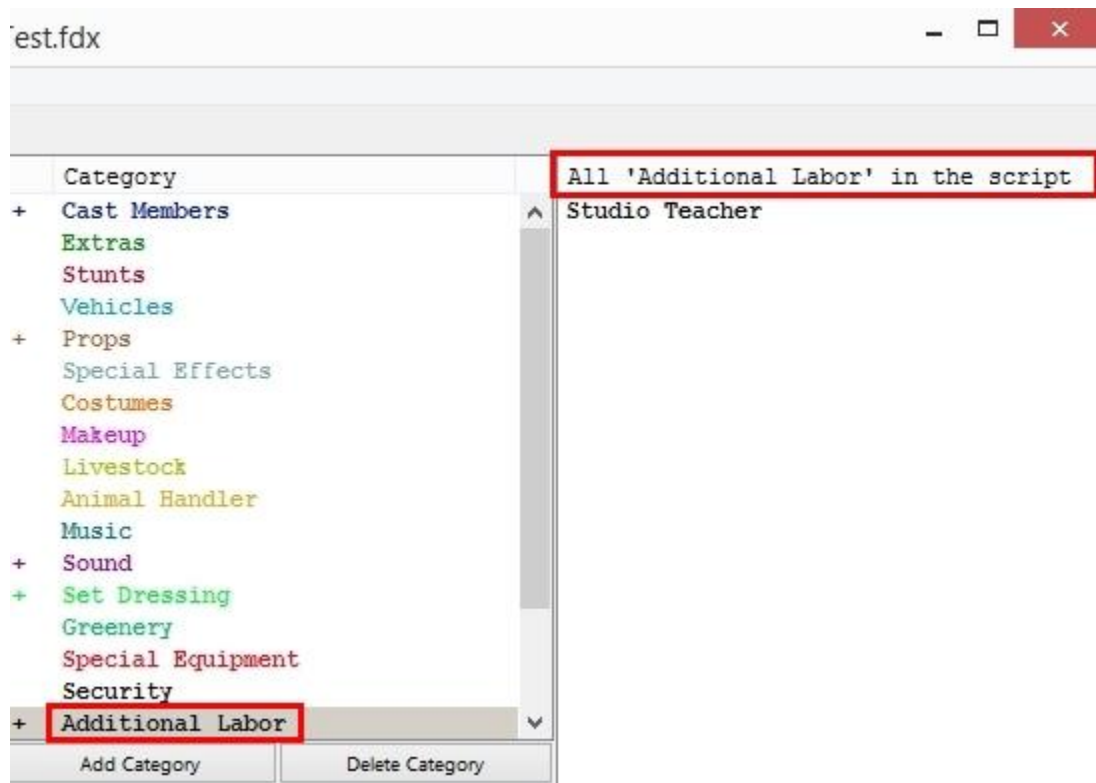
The scene in the following illustrations has been tagged for demonstration purposes in this manual and these tags will not appear in your copy of the script.

All elements in the script:

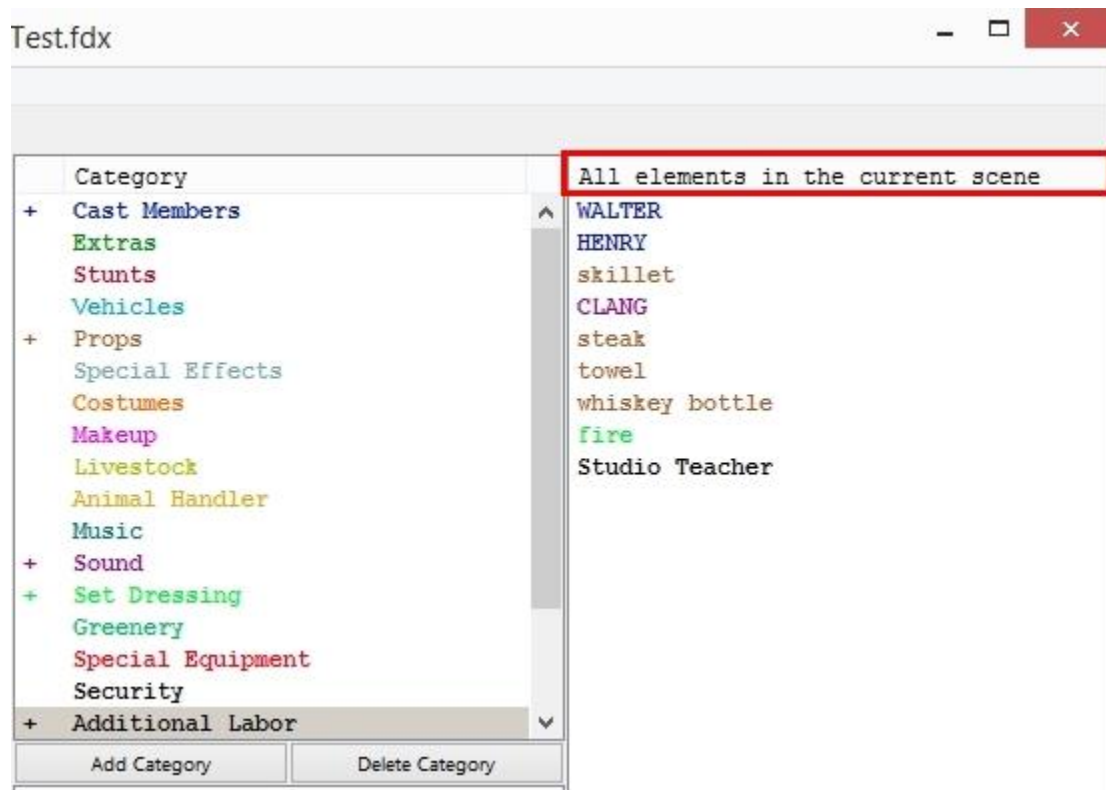


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All <selected category> in the script (in this example, Additional Labor):



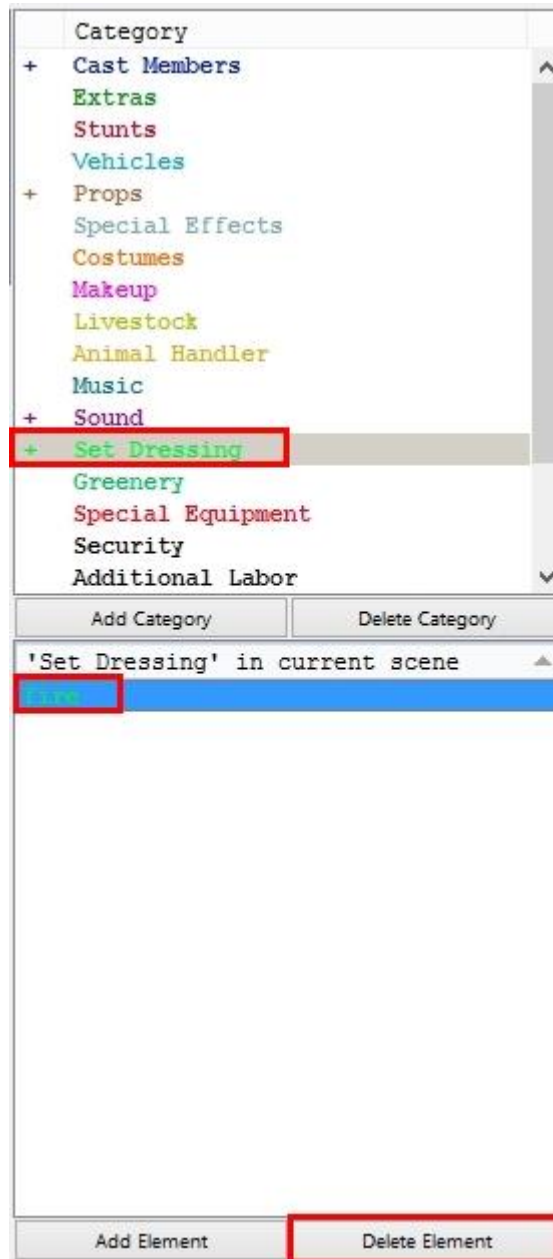
All elements in the current scene:



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To Delete a Tagged Element from a Scene

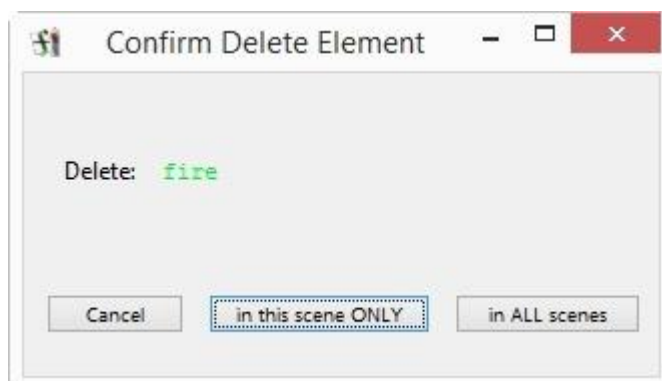
1. From the Scene List, select a scene from which the tagged element is to be removed.
2. Select the Category of the tagged element, in this example, Set Dressing.
3. Select the item in the Elements List, in this example, **fire**.



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.

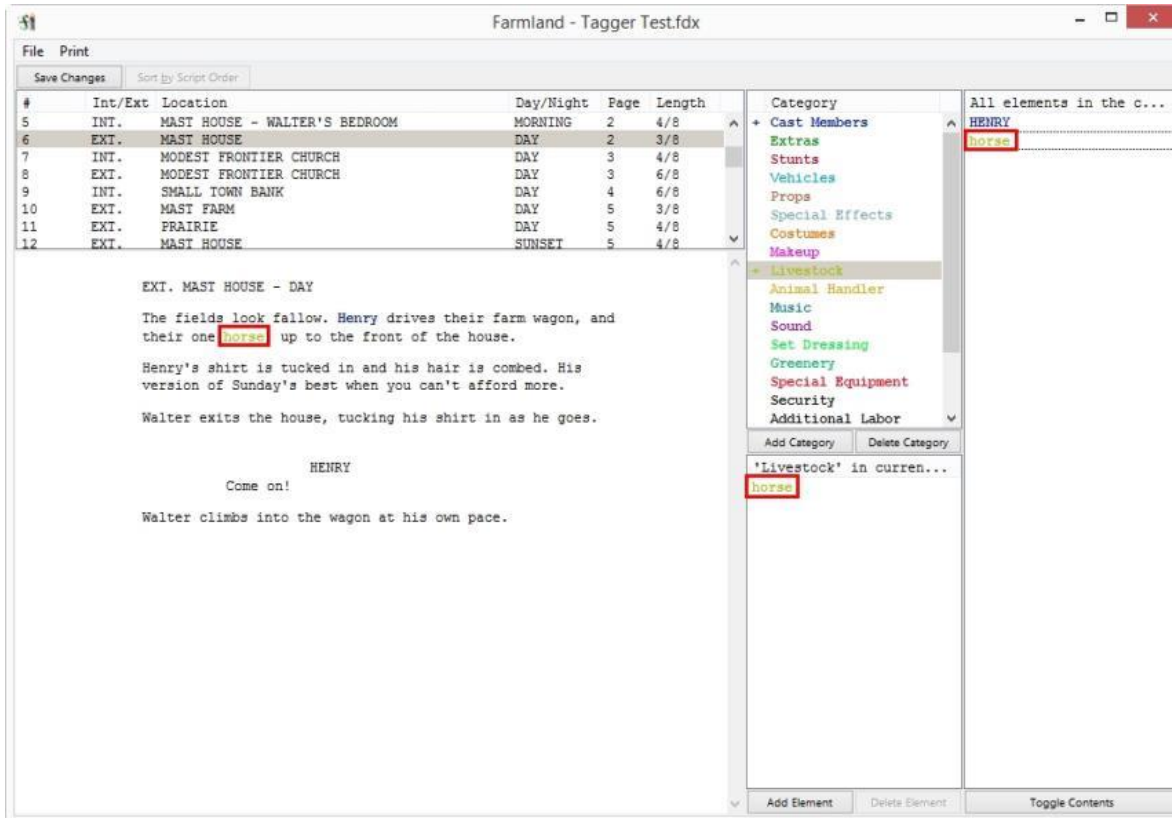


Deleting an element removes it only from this script. When a different script is opened in Tagger, all default elements are available.

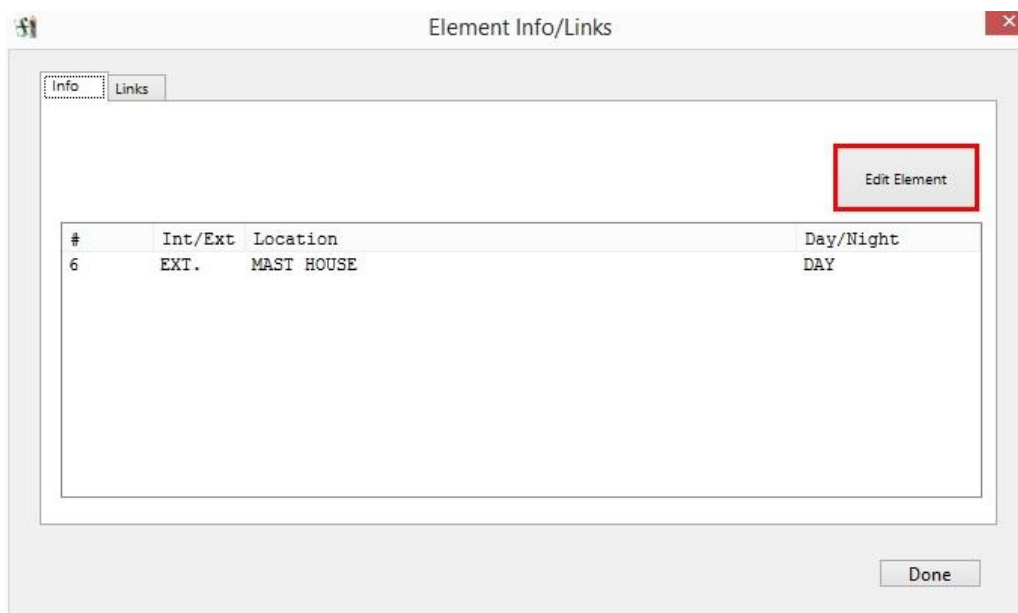
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To Edit a Tagged Element or Change its Category

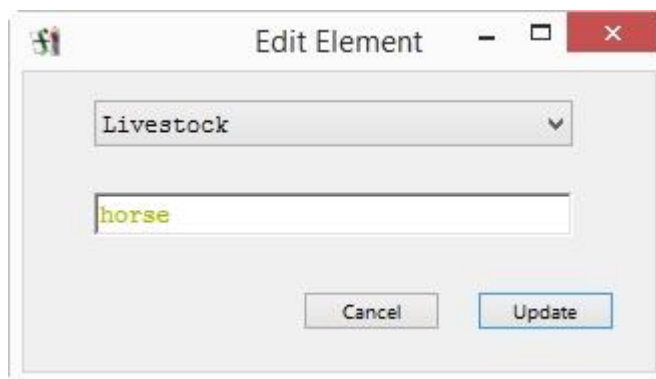
As an example, a livestock item may be called "horse" or "Walter's horse" in the script, but you want it to be named "Bessie" in the breakdown sheets.



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.

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Farmland - Tagger Test.fdx

File Print

Save Changes Sort by Script Order

#	Int/Ext	Location	Day/Night	Page	Length
5	INT.	MAST HOUSE - WALTER'S BEDROOM	MORNING	2	4/8
6	EXT.	MAST HOUSE	DAY	2	3/8
7	INT.	MODEST FRONTIER CHURCH	DAY	3	4/8
8	EXT.	MODEST FRONTIER CHURCH	DAY	3	6/8
9	INT.	SMALL TOWN BANK	DAY	4	6/8
10	EXT.	MAST FARM	DAY	5	3/8
11	EXT.	PRAIRIE	DAY	5	4/8
12	EXT.	MAST HOUSE	SUNSET	5	4/8

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.

Category

- + 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 c...

HENRY

Bessie

'Livestock' in curren...

Bessie

Add Category Delete Category

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).

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Add an Element to this Scene

#	Int/Ext	Location	Day/Night	Page	Length
2	EXT.	MAST HOUSE	CONTINUOUS	1	7/8

Mark the text: pipe

Choose a Category:

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

Create a new element:

pipe

or choose an element from other scenes:

OK & Continue OK & Close Cancel

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	v	Makeup	
					Livestock	
					Animal Handler	
					Music	
					Sound	
					Set Dressing	
					Greenery	
					Special Equipment	
					Security	
					Additional Labor	
					Add Category	Delete Category
					'Props' in current sc...	
					pipe	

'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

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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.

The screenshot displays the Tagger software interface. On the left, a list of scenes is shown with columns for 'e' and 'Length'. The scene with length '6/8' is selected. The main area is divided into a 'Category' list and an 'All elements' list. The 'Cast Members' category is selected, and its elements, 'HENRY' and 'WALTER', are listed in the 'All elements' pane. Below the category list are 'Add Category' and 'Delete Category' buttons. Below the 'All elements' list are 'Add Element' and 'Delete Element' buttons. The 'Add Element' button is highlighted with a red box, and a red arrow points to it from the 'Cast Members' category list.

e	Length	Category	All elements
	2	+ Cast Members	WALTER
	2/8	Extras	HENRY
	1 1/8	Stunts	skillet
	5/8	Vehicles	CLANG
	1 3/8	+ Props	steak
	6/8	Special Effects	towel
	3/8	Costumes	whiskey botl
	3/8	Makeup	fire
		Livestock	
		Animal Handler	
		Music	
		+ Sound	
		+ Set Dressing	
		Greenery	
		Special Equipment	
		Security	
		Additional Labor	

'Cast Members' in current scene

HENRY
WALTER

Add Element Delete Element

2. The Add Element dialog appears:

Add an Element to this Scene ✕

#	Int/Ext	Location	Day/Night	Page	Length
20	INT.	MAST HOUSE	NIGHT	12	6/8

Choose a Category:

- Special Effects
- Costumes
- Makeup
- Livestock
- Animal Handler
- Music
- Sound
- Set Dressing
- Greenery
- Special Equipment
- Security
- Additional Labor
- Optical FX
- Mechanical FX
- Miscellaneous
- Notes

Create a new element:

Studio Teacher

or choose an element from other scenes:

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).

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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.

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 'Farmland - Tagger Test.fdx' application. At the top, there's a menu bar with 'File' and 'Print'. Below it, a toolbar contains 'Save Changes' and 'Sort by Script Order'. A table lists scene details:

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

The script text below the table includes:

```

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.

More screams from inside.

                HENRY
                Was it like this with me?

Walter looks to Henry. His lack of response confirms it
wasn't. Something is wrong.

Then, silence.

Walter lowers his pipe. Faces the front door. Waiting.
Standing in the painful silence.

He can't take it anymore -- lunges forward -- bursts in the
front door --

Henry strains to see past his father.

His pregnant MOTHER lies motionless on the kitchen table.

```

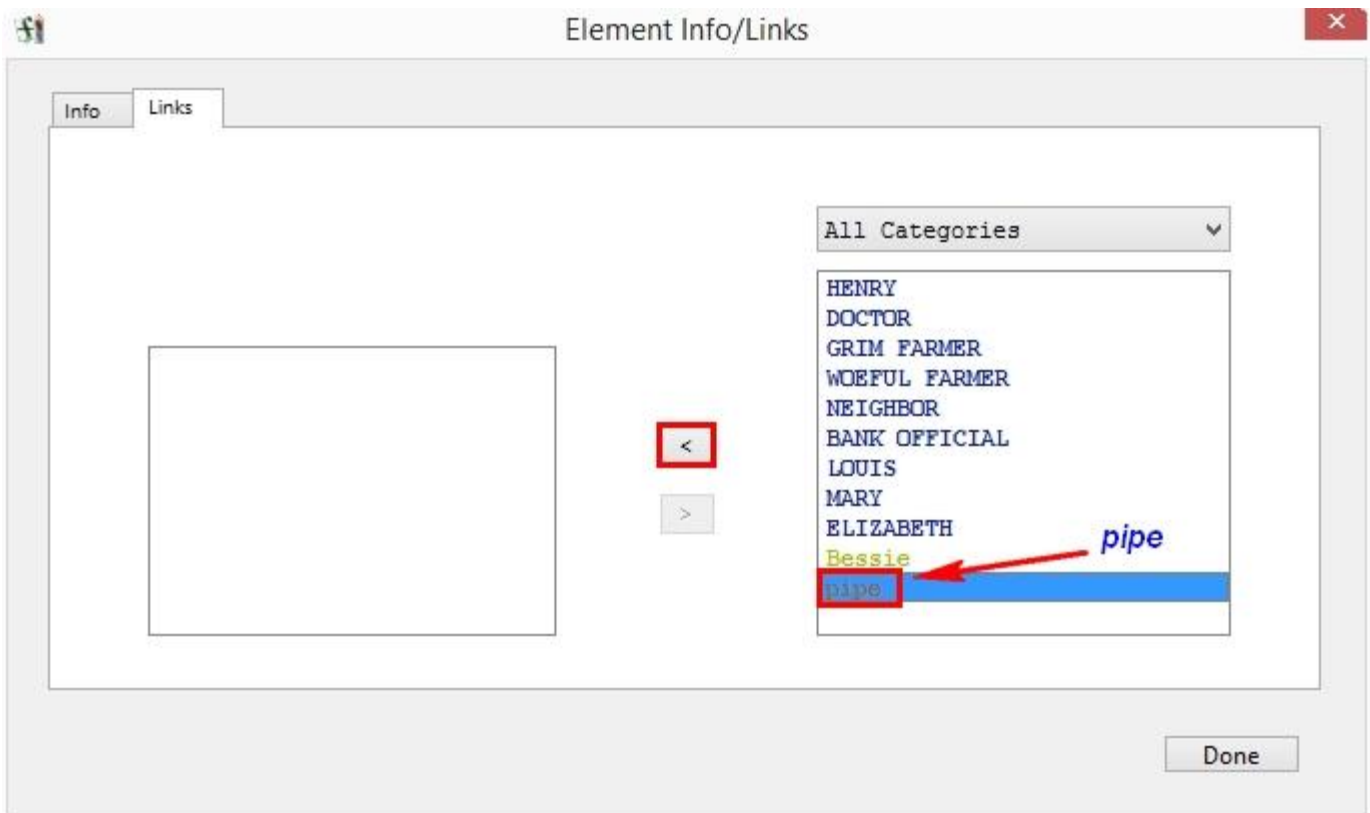
On the right side, a 'Category' list is open, showing various categories like 'Extras', 'Stunts', 'Vehicles', etc. The 'Cast Members' category is selected. Below the category list, a panel titled ''Cast Members' in cur...' displays the following list:

- DOCTOR
- HENRY
- WALTER

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:



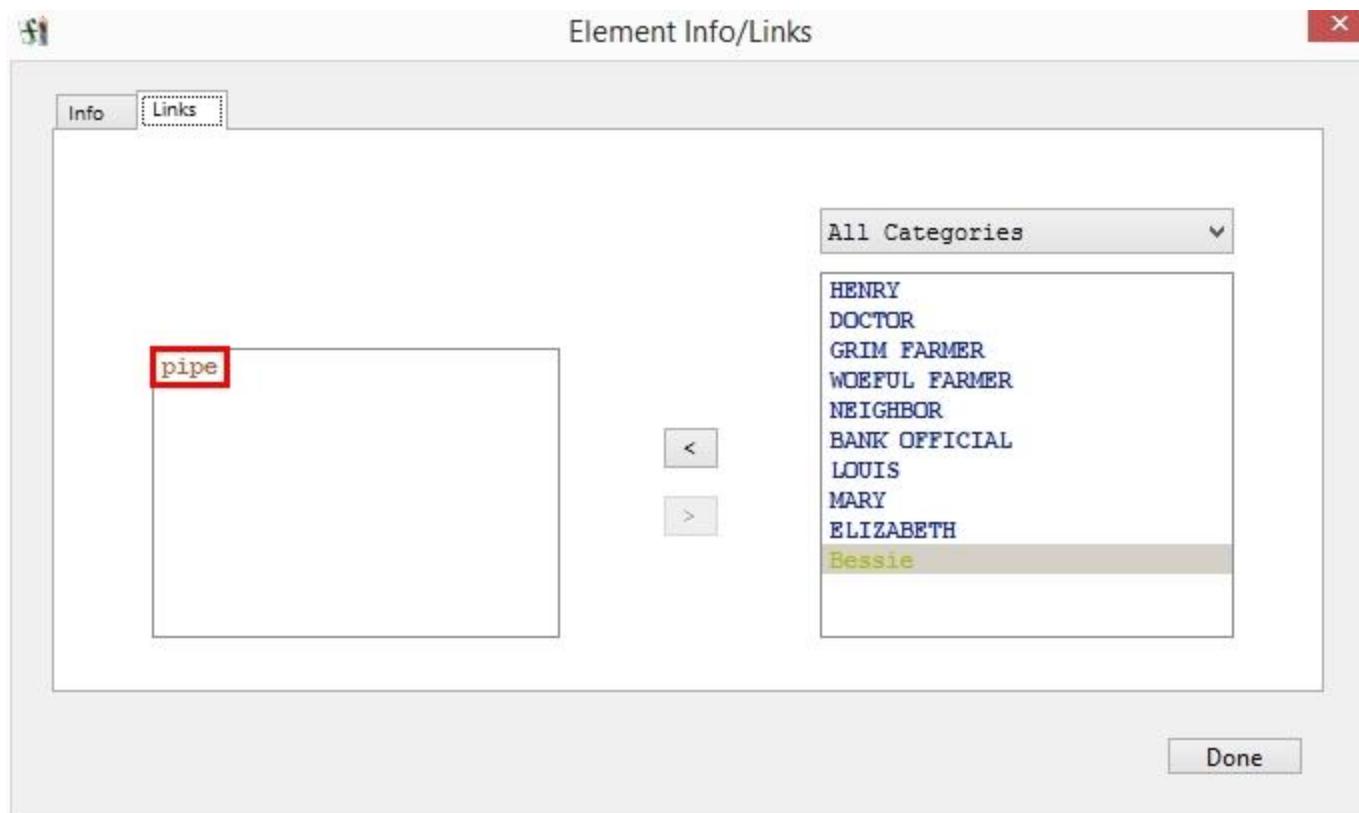
Click the Links tab and the Link Element dialog appears:



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.

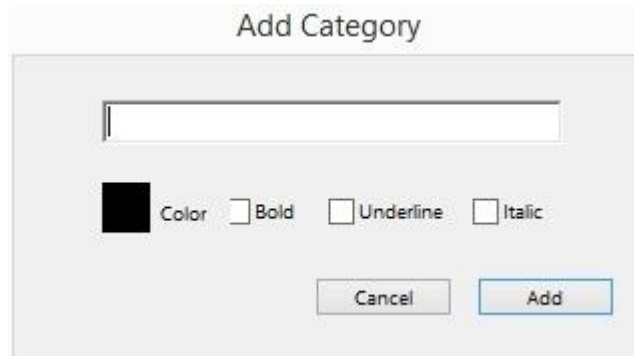


IMPORTANT: *If you are using Movie Magic Scheduling 3.7 or earlier, or Gorilla Scheduler, and have created any new Categories in Tagger, before you import a Tagger file you must create the new Categories in the scheduling program. Spelling, case and order must match their listing in Tagger exactly.*

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To Add a New Category

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

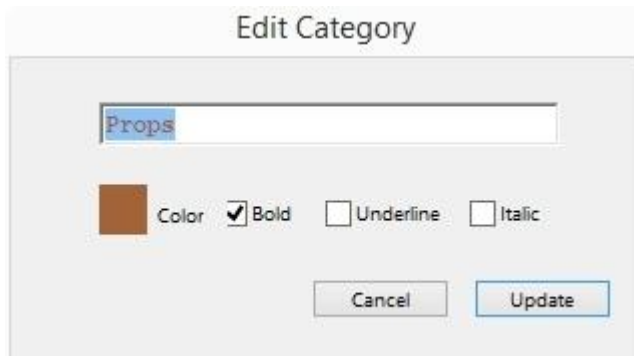


2. Type in the name for the category in the empty field.
3. Click the color swatch and chose the category's color. Click OK when set.
4. Choose any type style desired.
5. Click OK.

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:



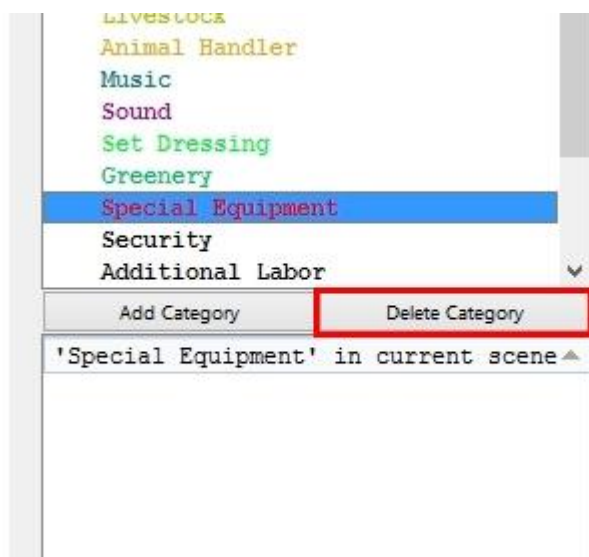
1. If the category's color is to be changed, click the color swatch and chose a new color. Click OK when set.
2. Make any changes desired to the category name or type style.
3. Click Update.

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

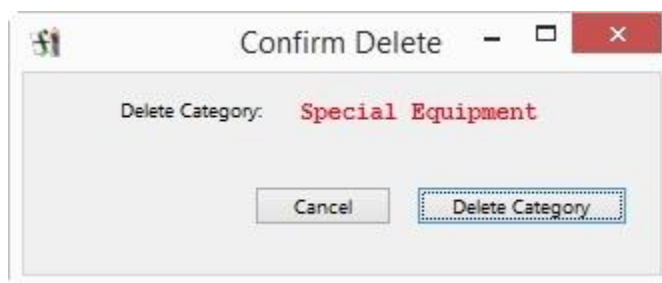
To Delete an Existing Category:

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.

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Tagger Menus

File Menu

File	Print
Open File...	Ctrl+O
Save	Ctrl+S
Save As...	Ctrl+Shift+s
Close	Ctrl+W
Import Tag File...	Ctrl+I
Preferences...	
Quit	Ctrl+Q

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:

#	▲	Int/Ext	Location
15		EXT.	MAST HOUSE
16		INT.	SMALL TOWN BANK

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.

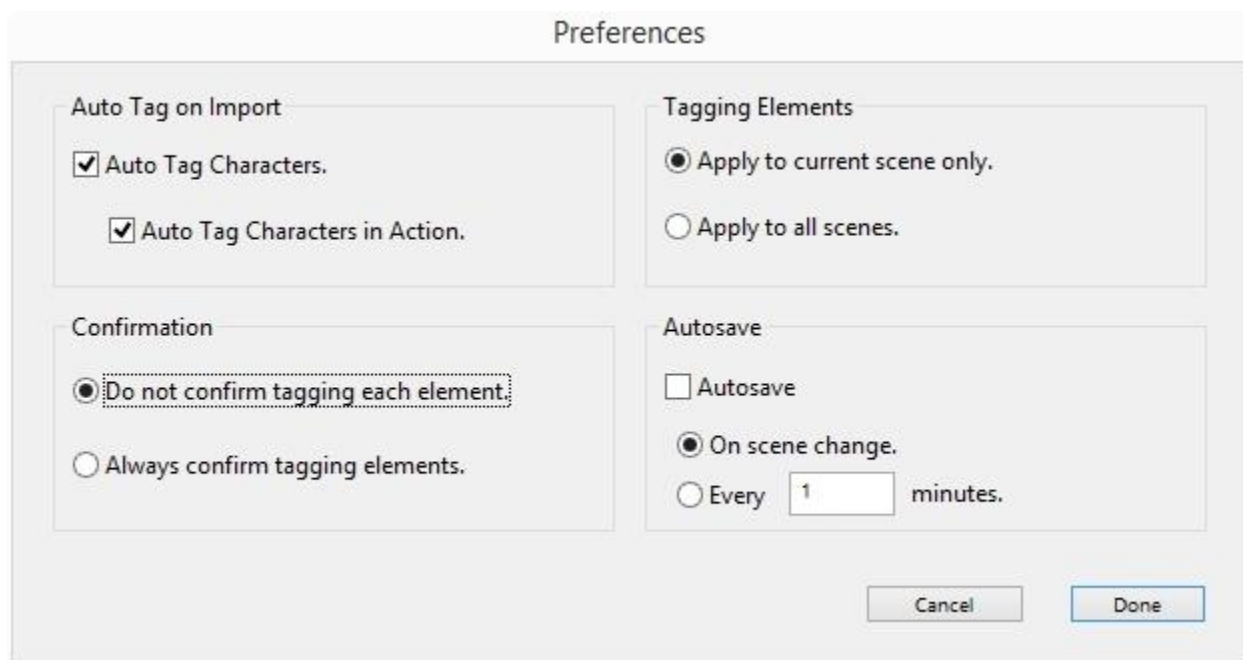
Import Tag File

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.

Preferences



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

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Preferences

The screenshot shows the 'Preferences' dialog box for the Tagger application. It is divided into four sections: 'Auto Tag on Import', 'Tagging Elements', 'Confirmation', and 'Autosave'. The 'Auto Tag on Import' section has two checked checkboxes: 'Auto Tag Characters' and 'Auto Tag Characters in Action'. The 'Tagging Elements' section has two radio buttons, with 'Apply to current scene only.' selected. The 'Confirmation' section has two radio buttons, with 'Do not confirm tagging each element.' selected. The 'Autosave' section has three options: 'Autosave' (unchecked), 'On scene change.' (selected), and 'Every 1 minutes.' (with a text input field containing '1'). At the bottom right, there are 'Cancel' and 'Done' buttons.

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

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

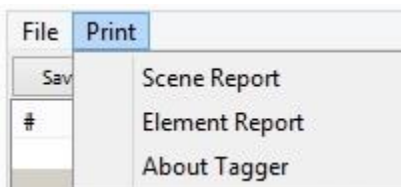
Closes the file and Final Draft Tagger.

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.

Print Menu



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.

About Final Draft Tagger

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