Movie Magic's Newest Release

EP SCHEDULING™

Scheduling for the 21st Century™

User Manual

V e r s i o n

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EP™ ENTERTAINMENT PARTNERS™

Movie Magic's Newest Release
EP SCHEDULING™
Scheduling for the 21st Century™

User Manual
For use with Microsoft(R) Windows(R)
& Apple(R) Macintosh(R)

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EP Scheduling Manual

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EP Scheduling

Introduction

Entertainment Partner's EP Scheduling helps you to translate your screenplay into an actionable plan for shooting your film. Once you have completed your schedule, you will have 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 you can print and distribute to cast and crew members. EP Scheduling also makes it easy for you to save multiple versions of your schedule.

Chapter 1: Getting Started

Before you begin the process of scheduling, you should take a moment to familiarize yourself with some of the basics of EP Scheduling. This first chapter introduces you to frequently used toolbars, the steps to starting new schedules and ways to save them properly. You will learn 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

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

EP Scheduling Menus

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

Main Toolbar

(Available for Windows systems only)
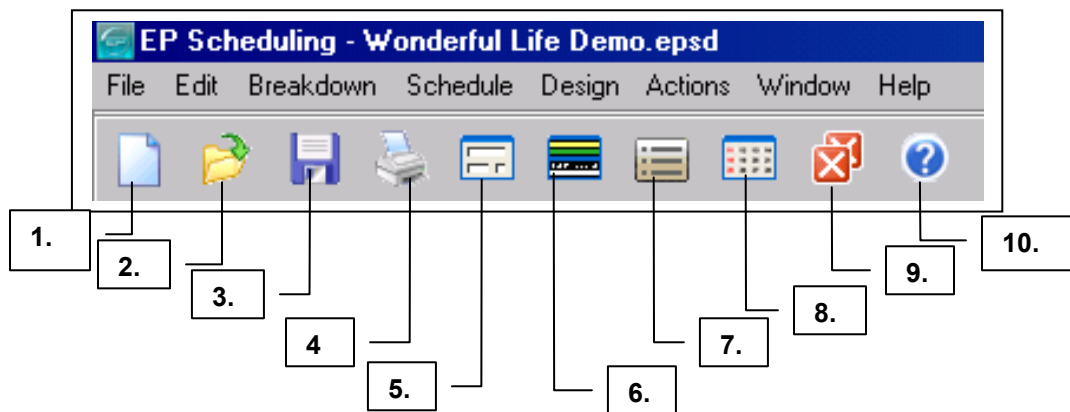
1. **New Blank Schedule:** Creates a New Blank Schedule.
2. **Open Schedule:** Opens an existing Schedule.
3. **Save Schedule:** Saves current Schedule.
4. **Print Schedule:** Prints current Schedule.
5. **Show Breakdown Sheets:** Shows Breakdown sheets for current Schedule.
6. **Show Stripboard:** Shows Stripboard for current Schedule.
7. **Show Element Quick Entry:** Shows Element Quick Entry window for current Schedule.
8. **Show Calendar:** Shows Calendar for current Schedule.
9. **Close All Windows:** Closes all currently open windows.
10. **Show Help:** Shows Help section for EP Scheduling.

Breakdown Sheet Toolbar
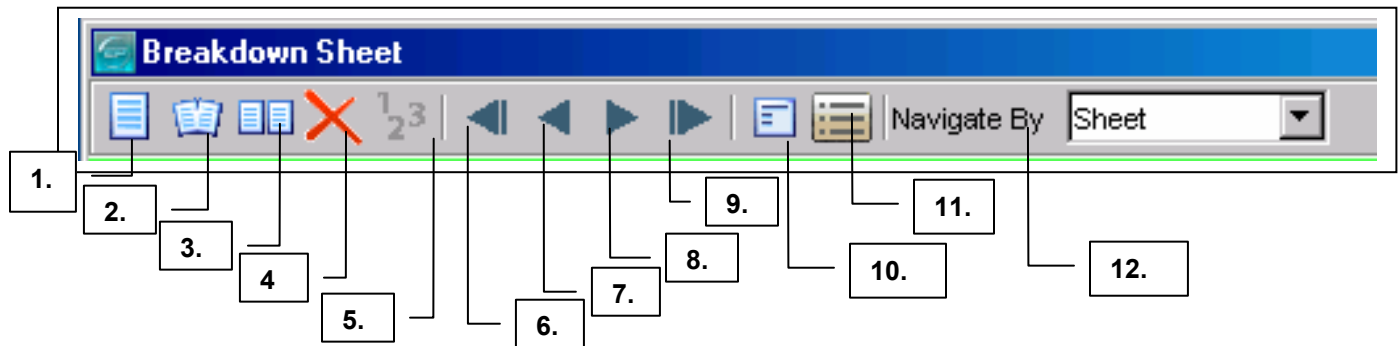
1. **Add Sheet:** Adds a new Breakdown Sheet (CTRL+B, Mac: CMD+B).
2. **Merge Sheets:** Combines the elements of two sheets into one.
3. **Duplicate Sheet:** Creates a new sheet with all the properties of the active sheet (CTRL+D).
4. **Delete Sheet:** Permanently removes the active sheet.
5. **Renumber 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 (CTRL+T).
6. **First Sheet:** Navigates to the first sheet of the schedule (CTRL+1, Mac: CMD+1).
7. **Previous Sheet:** Scrolls to the previous sheet (CTRL+Left Arrow, Mac: CMD+Left Arrow).
8. **Next Sheet:** Scrolls to the next sheet (CTRL+Right Arrow, Mac: CMD+Right Arrow).
9. **Last Sheet:** Navigates to the last sheet in schedule(CTRL+4, Mac: CMD+4).
10. **Show Empty Categories:** Toggles visibility of categories that contain no elements on the active sheet.
11. **Element Quick Entry:** Opens Element Quick Entry window (CTRL+E, Mac: CMD+E).
12. **Navigate By:** Selects from the method in which you wish the Breakdown sheets to appear from the drop down 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 Navigation bar provides, in one central location, all the tools you need to work in your boards.
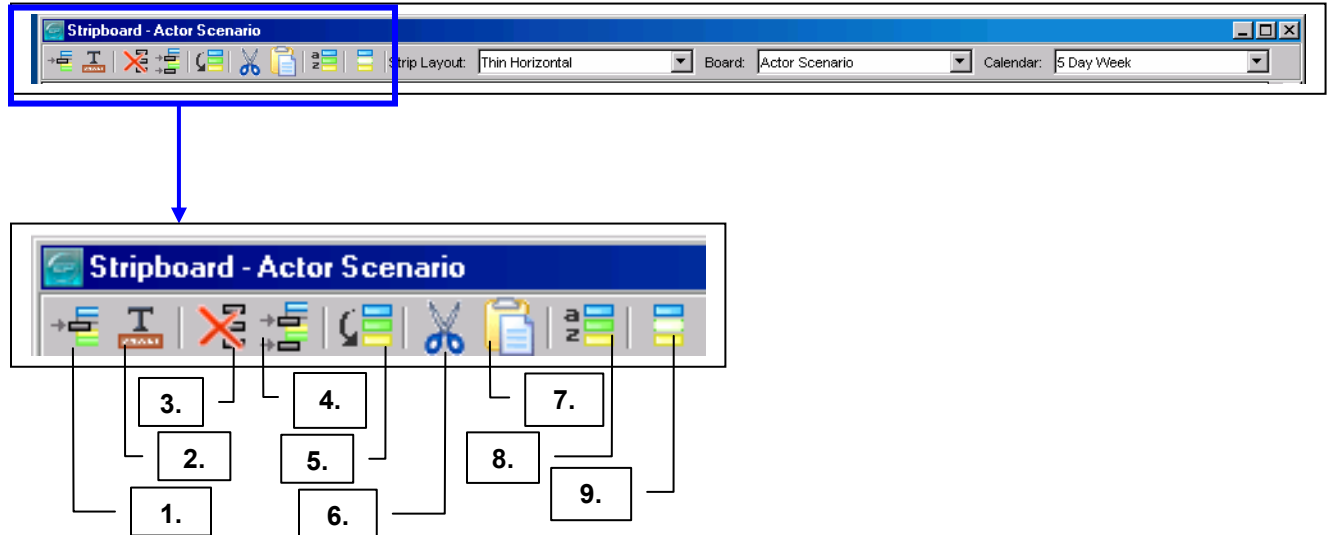
1. **Insert Day Break:** Inserts a Day Break after the selected strip on the Stripboard (CTRL+, Mac: CMD+Shift+,).
2. **Insert Banner:** Inserts a Banner after the selected strip on the Stripboard (CTRL+B, Mac: CMD+B).
3. **Delete All Day Breaks:** Deletes all scheduled Day Breaks on the Stripboard at once.
4. **Auto Day Breaks:** Inserts Day Breaks for the entire Stripboard schedule, all at one time, according to user-specified maximum count per day.
5. **Reorder Strips:** Allows the rescheduling of strips by simply typing the strip numbers in the new strip order.
6. **Cut:** Removes selected Strip or Day Break and places it on the clipboard, ready to be pasted (CTRL+X, Mac: CMD+X).
7. **Paste:** Pastes the most recently cut strip onto the Stripboard after the selected strip (CTRL+V, Mac: CMD+V).
8. **Sort:** Allows the sorting of strips according to criteria such as sheet, set, pages and location (CTRL+T, Mac: CMD+T).
9. **Hide Unscheduled:** Toggles visibility of the Unscheduled section of strips.
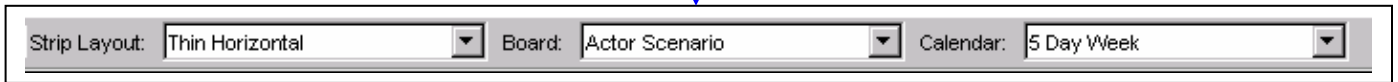
Strip Layout: Allows easy swapping between Strip Layouts.
Board: Allows easy swapping between different Boards.
Calendar: Allows easy swapping between different Calendars.

Element Manager Toolbar
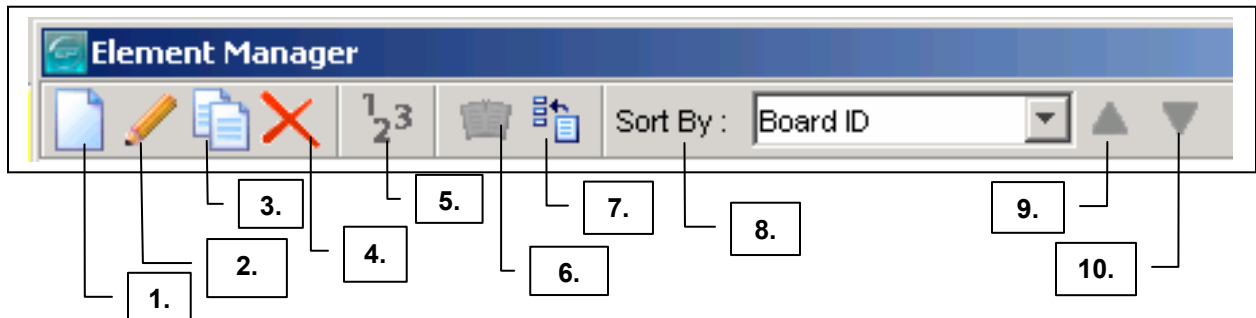
1. **New Element:** Creates a new element (CTRL+B, Mac: CMD+B).
2. **Edit Element:** Opens the selected element info window, making it available for editing (CTRL+ K, Mac: CMD+K).
3. **Duplicate Element:** Creates duplicate of selected element.
4. **Delete Element:** Deletes selected element.
5. **Renumber Elements:** Reassigns Board ID numbers to elements according to current list order.
6. **Merge Elements:** Combines two distinct elements into one element. Only available when two or more elements are selected.
7. **Move Elements:** Allows for easy movement of Elements between categories.
8. **Sort By:** Reveals a drop-down menu of Element sorting options.
9. **Move Element Up:** Moves selected element up in the list. (Available in Manual Sort only.)
10. **Move Element Down:** Moves selected element down in the list. (Available in Manual Sort only.)

Window Navigation

You may opt to automatically arrange the windows on your scheduling desktop by selecting either Tile Vertically or Cascade from the Window menu. The Windows menu also offers quick access to all of the windows you currently have open on your scheduling desktop.
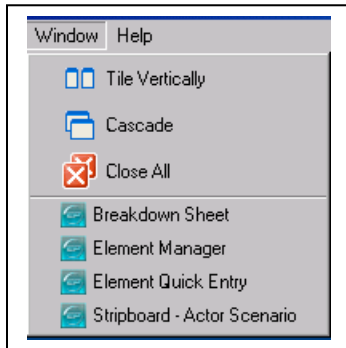
Note: In order for the tile or cascade view options to function, the windows cannot be in minimized view. They can be any size, except for completely minimized.

Tile Vertically

Each window will be automatically resized so it fills and fits the screen. The windows do not overlap, and are placed directly next to each other.
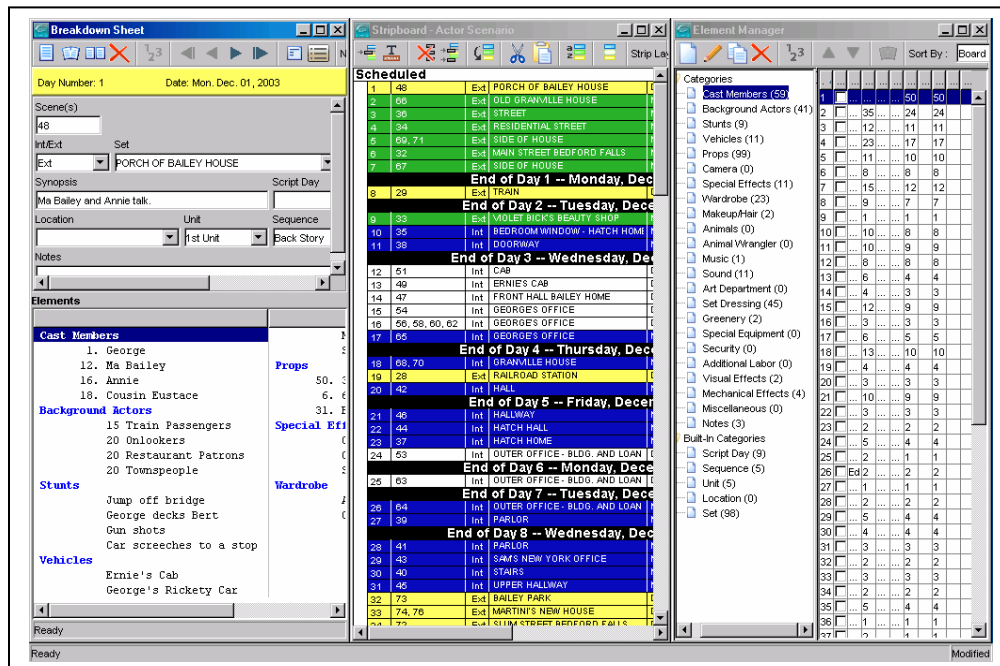
Cascade
Window will be automatically minimized to a smaller size and placed in a diagonal
sequence beginning from the upper left corner and ending at the lower right corner. Each
window will layer on top of the previous.
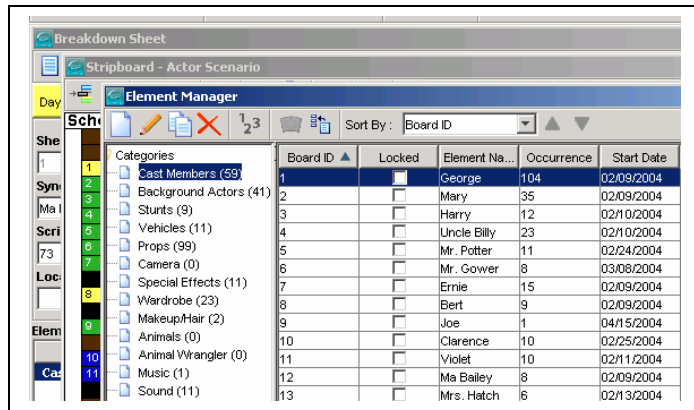
Quick Window Access
All windows that are currently open in EP Scheduling are listed for convenient access.
Simply select the window you wish to navigate to and that window will become active (on
top).

Section 2: Selecting and Highlighting

Right-click (Mac: CTRL+click)
Right clicking on a schedule element will offer a shortcut to editing tools.

1. Right-click on the item for which you wish to reveal the shortcut tools.

Single-click/Double-click
Single-clicking in a field will bring you to that field. In some cases, single-clicking will also
select that field's contents (and in the case of the Breakdown sheet allow you to type over the
existing text). Double-clicking in a field will highlight its contents and allow you to type over or
edit the text.

Selecting Strips
Simply click on a strip to select it. It will be displayed in the highlight color to indicate that is
selected.

Selecting Elements/Category boxes in Design layout
Simply click on a design tool to select it for use. This applies to both the **Reports** and **Strips
Designer**. However, you must use the **Selection Arrow** tool to select an existing **Category
box**. For more detailed information, please see **Chapter 10: Strip Designer**.

Section 3: Shortcut Keys
EP Scheduling offers a number of shortcuts through the keyboard keys used in combination with
the **Control** (CTRL) key. Macintosh users please substitute the **Command** (CMD) key. Identical
shortcuts perform different functions, depending on the module/active window in use. To use
shortcuts, simply hold down the **Control** (Mac: Command or Apple) key and hit the shortcut key
at the same time.

Note: The EP Scheduling **Quick Tips** Card contains a list of all Shortcut Keys. One Quick Tips Card is included with each boxed EP Scheduling program purchase. A printable Quick Tips card in PDF format is also downloadable from www.entertainmentpartners.com at no charge.

Application

Menu item name	Shortcut Key
Open Schedule	CTRL/CMD+O
New Schedule From Template	CTRL/CMD+N
Save Schedule	CTRL/CMD+S
Close Schedule	CTRL/CMD+SHIFT+W
Breakdown Sheet Window	CTRL/CMD+Y
Element Quick Entry	CTRL/CMD+E
Stripboard Window	CTRL/CMD+U
Strip Layout Manager	CTRL/CMD+M
Report Layout Manager	CTRL/CMD+R
Calendar Manager	CTRL/CMD+L
Find	CTRL/CMD+F
Find Next	F3
Find Prev	SHIFT+F3
Find Sheet	CTRL/CMD+G
Find Scene	CTRL/CMD+J
Select All text	CTRL/CMD+A
Copy text to clipboard	CTRL/CMD+C
Paste text from clipboard	CTRL/CMD+V
Cut text to clipboard	CTRL/CMD+X
Undo text edit	CTRL/CMD+Z
Preferences Window	CMD+, (Mac)
Preferences Window	CTRL+; (Windows)
Print/View	CTRL/CMD+P
EP Scheduling Help	CMD+? (Mac only)
EP Scheduling Help	CTRL+F1 (Windows)
Exit (quit) Application	CMD+Q (Mac)
Exit (quit) Application	ALT+F4 (Windows)

Breakdown Sheet Window

Menu item name	Shortcut Key
Add Sheet	CTRL/CMD+B
Duplicate sheet	CTRL/CMD+D
Renumber sheet	CTRL/CMD+T
Goto First sheet	CTRL/CMD+1
Goto Next sheet	CTRL/CMD+Right
Goto Previous sheet	CTRL/CMD+Left
Goto Last sheet	CTRL/CMD+4
Copy Elements to clipboard	CTRL/CMD+C
Paste Elements from clipboard	CTRL/CMD+V
Cut Elements to clipboard	CTRL/CMD+X
Show Element Quick Entry	CTRL/CMD+E
Show Breakdown Sheet Window	CTRL/CMD+Y

Element Manager Window

Menu item name	Shortcut Key
New Element	CTRL/CMD+B
Edit Element	CTRL/CMD+K

Stripboard Window

Menu item name	Shortcut Key
Insert Daybreak	CMD+Shift+, (Mac)
Insert Daybreak	CTRL+, (Windows)
Insert Banner	CTRL/CMD+B
Cut Strips	CTRL/CMD+X
Paste Strips	CTRL/CMD+V
Sort	CTRL/CMD+T
Show Stripboard Window	CTRL/CMD+U
Go To First Strip	CTRL/CMD+1
Go To Last Strip	CTRL/CMD+4
Go to Beginning of Scheduled	CTRL/CMD+5
Go to Beginning of Unscheduled	CTRL/CMD+6
Previous Strip Design	CTRL/CMD+7
Next Strip Design	CTRL/CMD+8
Previous Stripboard	CTRL/CMD+9
Next Stripboard	CTRL/CMD+0
Previous Calendar	CTRL/CMD+2
Next Calendar	CTRL/CMD+3

Calendar Manager Window

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

Section 4: Starting a New Schedule
Begin the scheduling process by creating a new schedule. You can begin with a template or open a pre-existing one. Once created and saved, all of your schedules can be accessed with ease.

Creating a New Schedule from a Template
EP Scheduling offers the ability to create your own templates to work with.

1. Go to the **File** menu and select **New Schedule from Template** (CTRL+N; Mac: CMD+N).
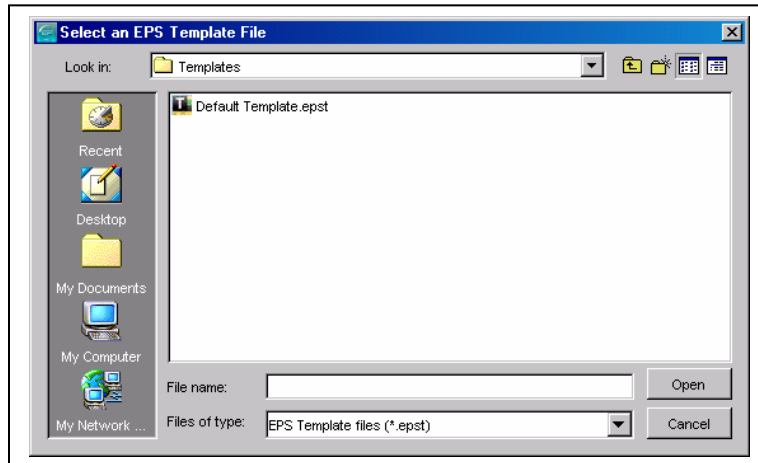
2. Select a Schedule **Template**.
3. Click **Open**.

   Your new schedule will have the same category, strip and report design as the template.

Opening a Pre-Existing Schedule
Saved schedules are stored in a conveniently accessible folder.

1. Go **File**, select **Open Schedule** (CTRL+O, Mac: CMD+O).
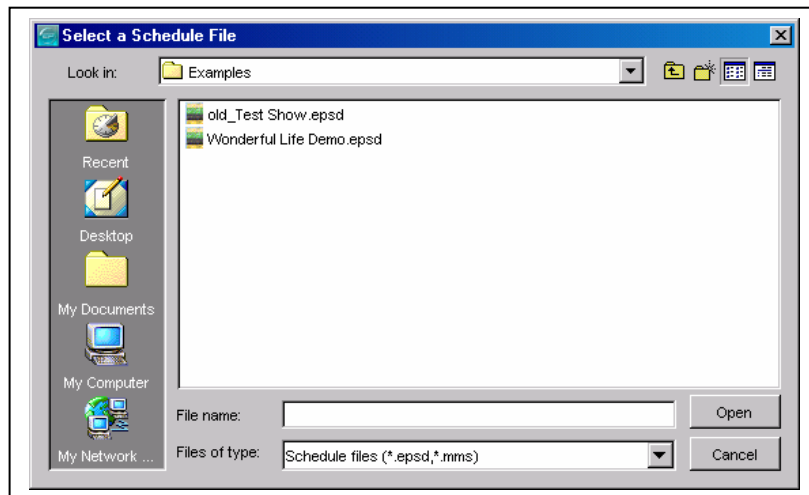
2. Select the schedule you wish to open.
3. Click **Open**.

   A window with a list of existing schedules will open. The window will be determined by
   the **Default Open Path**, set in **Preferences**.

Opening a Recent Schedule
EP Scheduling retains up to four of the most recently opened schedules in an easily accessible list.
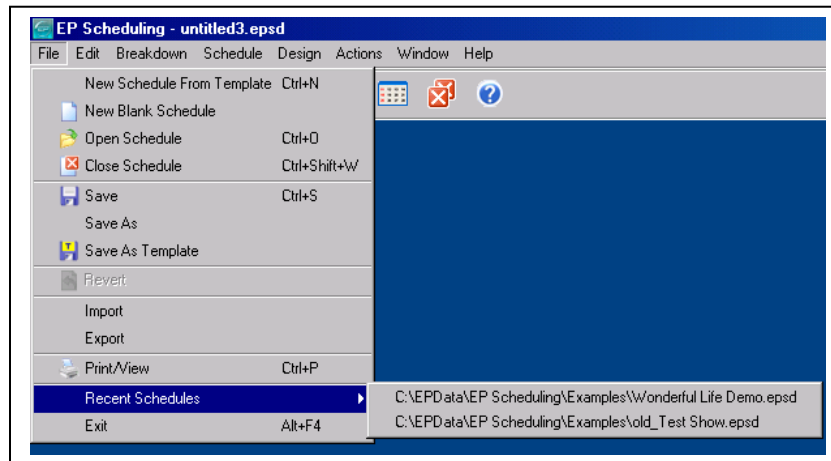
1. Go to **File**, select **Recent Schedules**.

   A list of the last four schedules will appear.

2. Select the schedule you wish to open.

   The schedule will open immediately.

Note: You cannot have more than one schedule open at a time. If you already have a schedule open, you will be asked if you wish to save the current schedule before the new one is opened. Click **Yes** to save the current schedule and to open the new schedule.
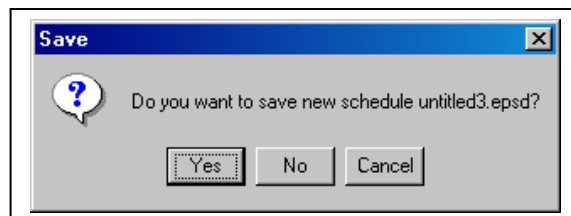
Closing a Schedule
1. Go to **File**, select **Close Schedule** (CTRL-Shift+W, Mac: CMD-Shift+W).
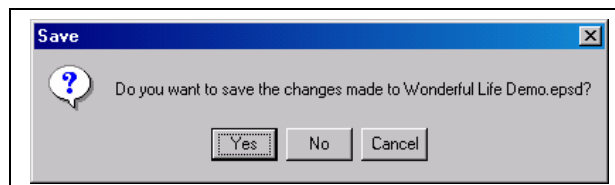
   A window will open, prompting you to save the schedule before closing.

- **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. All changes will be lost and the schedule reverted to the last time it was saved.
- **Cancel**: Halts the Close Schedule action allowing you to resume work on the active schedule.

Section 5: Saving
A key feature of EP Scheduling is **Auto Save Reminder** (see **Chapter 2: Schedule Setup**) which sets automatic reminders for you to save your schedule at regular intervals. However, you may wish to conduct a manual save immediately after making important changes to ensure that your work is saved correctly.

Auto Save Reminder
Once set, this feature automatically prompts you to save the active schedule at previously selected intervals. The **Auto Save Reminder** is set in your Schedule **Preferences**. Please see **Chapter 2: Schedule Setup.**

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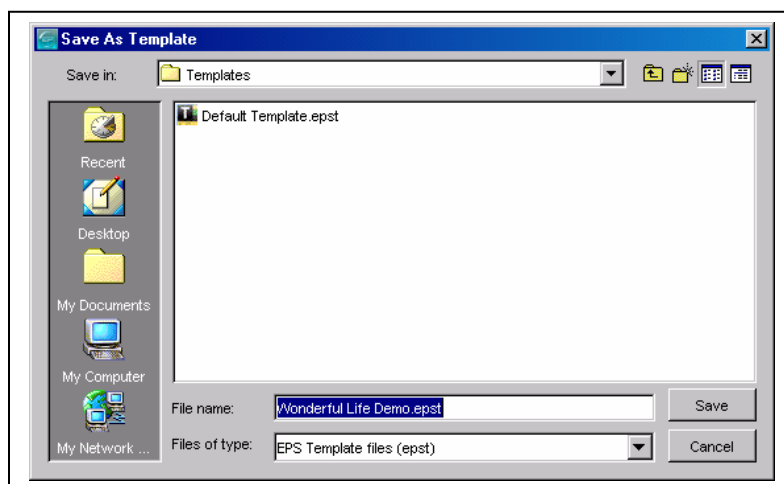
The active schedule will be saved immediately.

Save As
Save As allows you to save a copy of the current schedule under a different name.

1. Go to **File**, select **Save As.**

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

Saving as a Template
If, after creating your schedule, you decide you want to use the format for a new schedule, you can save it as a template.

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 **OK**.

> *Note:* The schedule you used to create the new template will still be active. Remember to save and close this schedule to begin a new schedule from the template.

The new template is immediately available for use.

Revert

If you have made changes to the schedule but do not wish to keep them, 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**, then select **Revert.**
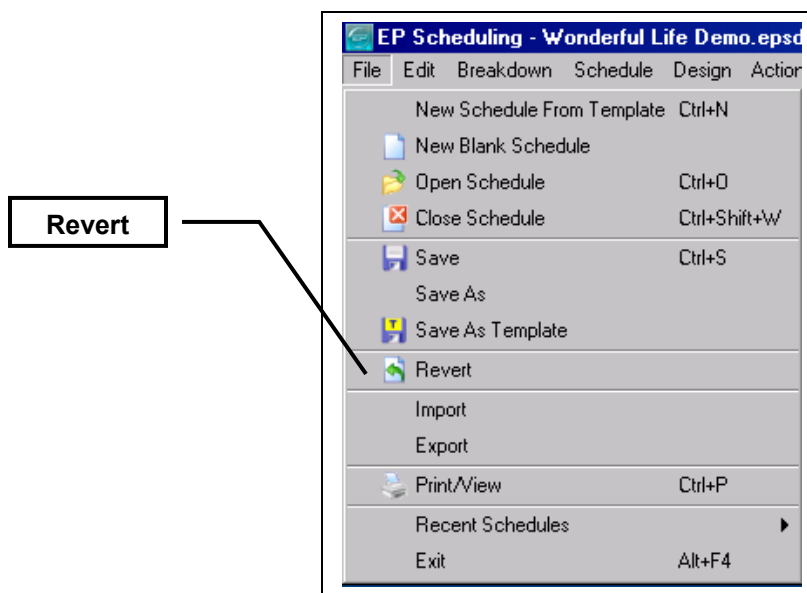
The current window will close and the schedule will immediately be reverted back to what it was when it was last saved.

Chapter 2: Schedule Setup

Setting up your schedule is simple. Keep in mind that once your preferences are set, you do not need to go through this process each time you create a new schedule. Simply save the schedule with your preferences as a template, which you can then use to create new schedules. Make modifications as necessary for the new schedule.

Section 1: Setting Schedule Preferences

Set your schedule preferences by accessing the **Preferences** window. You can set a number of Application and Schedule Properties in the Preferences Chapter, including New Stripboard Defaults and Auto Save Intervals.

Access Schedule Preferences

1. Go to **Edit**, select **Preferences** (CTRL+;, Mac: CMD+,). For Mac Users, go to **EP Scheduling**, select **Preferences**.
2. Click on the **Schedule Preferences** tab.
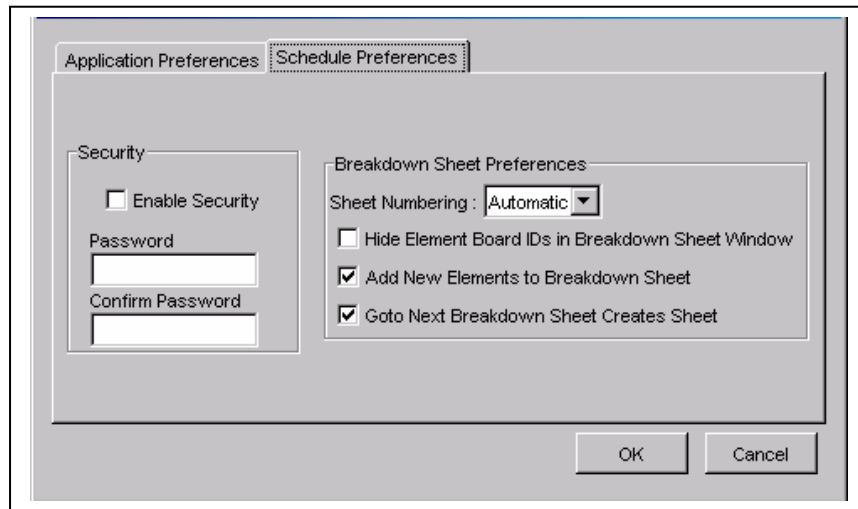
Auto Save Reminder Interval

Determine the time interval at which you wish to be prompted to save.

1. Click on the downward pointing arrow to display the dropdown list of time interval options.
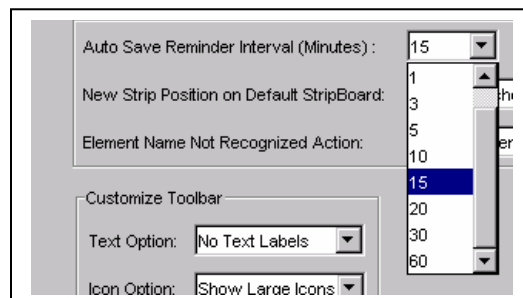
2. Select a time interval.

Note: The Auto Save Intervals are divided into selected minute increments. For example, **5** = five minutes, **15** = fifteen minutes.

3. Click **OK**.

An AutoSave notification will display at the specified time interval after the last time you saved. Simply click **Yes** if you wish to save at that time, or **No** if you do not.
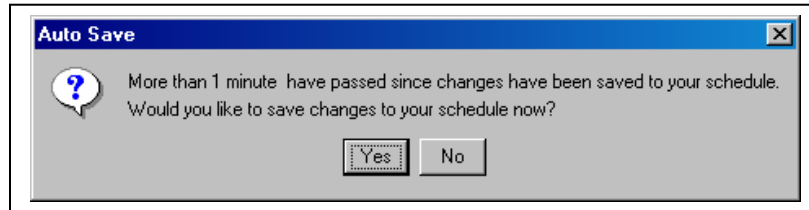
Deactivating AutoSave
You may choose to disable the AutoSave feature.

1. Click on the downward pointing arrow to display the dropdown list of time interval options.
2. Select **Inactive**.

The AutoSave feature will be disabled immediately.

Note: Remember to save your entire schedule periodically to prevent accidental data loss.

Section 2: Application Preferences
The Application Properties are features that apply to the EPS application.

New Stripboard Defaults
Determine whether you wish newly created strips to appear in the Unscheduled area.

New Strip Position
These options determine the placement of newly created strips. Simply select from the drop down menu of strip placement options:

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

- **End of Unscheduled Area**
  Newly created strips are automatically placed at the end of the Unscheduled Area of the Stripboard.

Element Name Not Recognized Action
The Element Name Not Recognized Action specifies whether you wish unrecognized elements to be created with or without a warning.
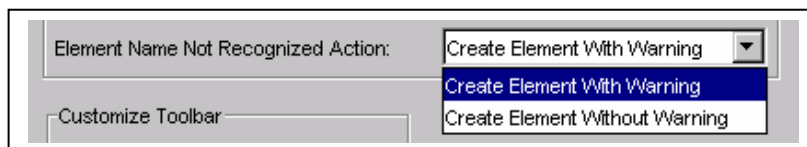
Section 3: Schedule Properties
The Schedule Properties are features that apply to the currently active schedule.
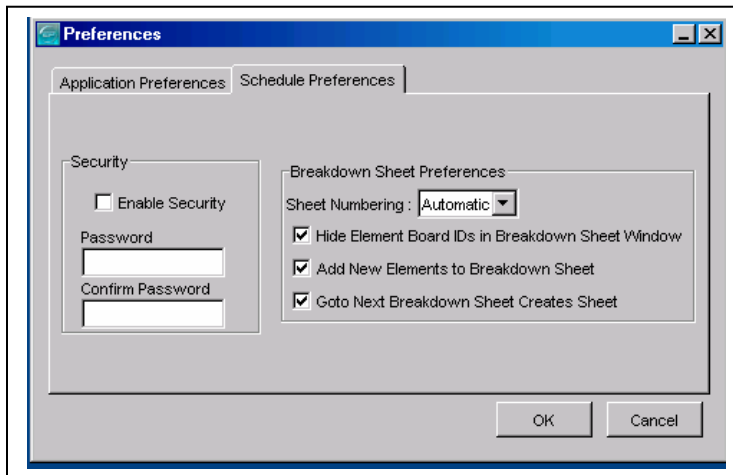
Sheet Numbering Mode
EPS gives you the option to have Automatic or Manual Sheet Numbering.

1. Click to select the desired numbering option from the drop down menu.
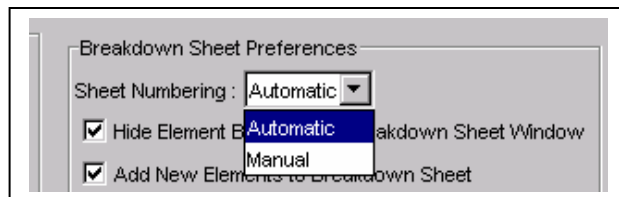
2. Click **OK**.
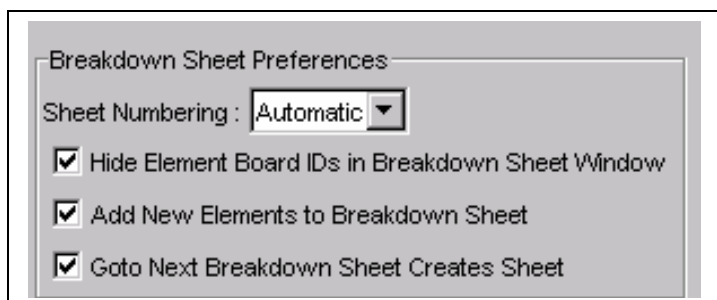
Security
This option controls the password security option. The security feature is activated when this option is selected.

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

You will be prompted to enter the assigned Password the next time you access the current schedule.

Breakdown Sheet Preferences

```
┌────────────────────────────────────────────────────────┐
│ ┌─Breakdown Sheet Preferences─────────────────────────┐ │
│ │ Sheet Numbering : │Automatic ▼│                     │ │
│ │   ☑ Hide Element Board IDs in Breakdown Sheet Window│ │
│ │   ☑ Add New Elements to Breakdown Sheet             │ │
│ │   ☑ Goto Next Breakdown Sheet Creates Sheet         │ │
│ └─────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────┘
```

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
Select to automatically add a new/blank sheet when you click on the **Goto Next** navigation button while on the final existing sheet of your schedule.

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 Quick Entry tool, you only have to enter information once to have it available for the rest of the schedule.

Section 1: Opening Quick Entry

Two Methods:

- Go to **Breakdown**, select **Element Quick Entry** (CTRL+E, Mac: CMD+E).
- Click on the **Element Quick Entry** icon (Windows only).

The Element Quick Entry window will open immediately.

The Element Quick Entry window is comprised of:

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

Element Entry Field

Category List

Add New Elements option

Create new elements by typing into the **Element Entry Field**.

Indicate the Category you wish an element to be part of by selecting from the **Category List** drop down list of options.

> *Tip:* Jump to the Category you want by typing or striking the letter that the Category name begins with. i.e., type **P** to switch to **Props** category.

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 appear in the Element List immediately.

Checkmarks

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

The **Action Buttons** provide an alternative method to performing Element Quick Entry functions, such as creating, finding, or deleting an element.
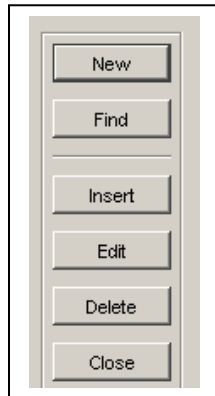
19

Insert/Remove Button
The **Insert** button and the **Remove** button are the same button.

Selecting a checked element on the Element List will activate the **Remove** button, allowing you to remove the element from the current breakdown sheet:
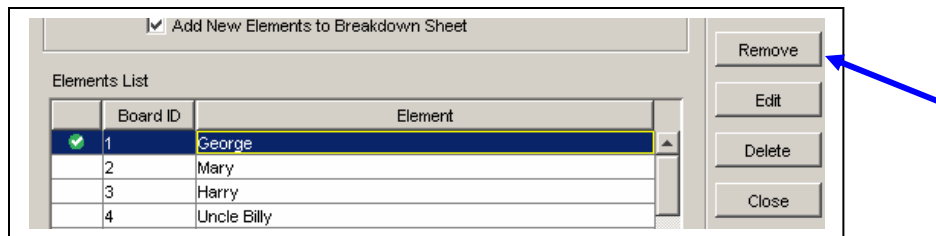
Selecting an unchecked element will activate the **Insert** button, allowing you to insert the element into the current breakdown sheet:
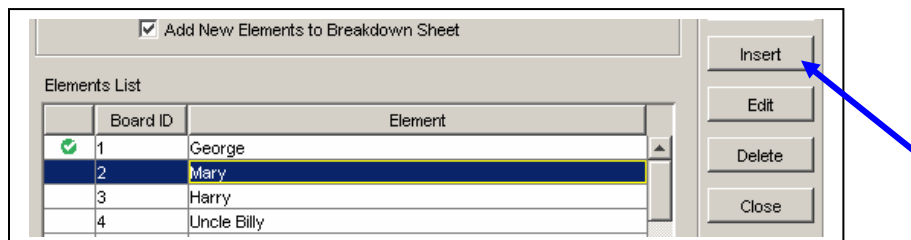
Section 2: Creating New Elements with Element Quick Entry
Element Quick Entry is an easy, one-stop tool for creating and managing elements in your schedule.

Element Entry Field

Category List

Add New Elements option

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

Note: The **New** and Action Button will become active the moment you begin typing in the Element Entry field.

2. Select the **Category** you wish the new element to be part of.
3. Click on the **New** Action Button or hit the **Return** key.

   The new created element will become part of the Element List immediately.

Insert New Elements to Breakdown Sheet
You may wish to set the **Element Quick Entry** window to immediately insert newly created elements into the Breakdown Sheet as a default, or you may insert each new element individually.

Default to Insert
Simply 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
Elements that are part of the current Breakdown Sheet are denoted by a check mark.

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.
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. Hit the **Return** key.

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

Insert Existing Elements to Breakdown Sheet

Two Methods:

1. From **Element Quick Entry**, Select the element you wish to insert from the Element List.
2. Click on the **Insert** button.

   Or

1. From **Element Quick Entry**, double-click on the element in the Element List that you wish to insert.

   Or

1. From the Breakdown Sheet, click on the Category that contains the element you wish to insert.
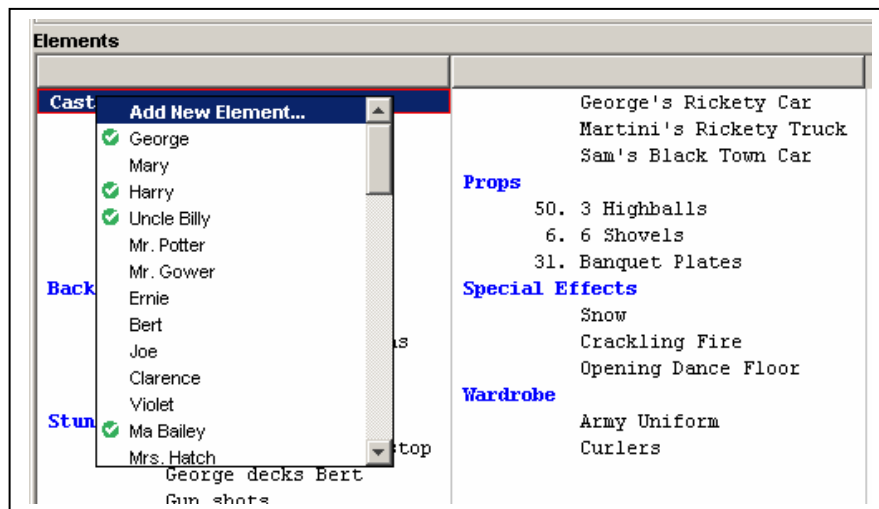
A list of existing elements will appear, with selected elements denoted by a green checkmark.

1. Select the element you wish to insert.

Section 3: 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 Actor and Agent contact information

Access Edit Element Window

From **Breakdown Sheet** or **Element Manager:**
1. Double-click on the Element listing.

From **Element Quick Entry**:

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

The **Edit Element** window will open immediately.

Section 4: Adding Properties to the Edit Element box
Control the properties that appear in the **Edit Element** box for any element by accessing the category that the element is housed in, and then making selections from the available options. Your selections will apply to all elements in that category.

1. Go to **Design**, select **Category Manager**.

2. Double click on the category you wish to edit.

The **Edit Category** window will open.
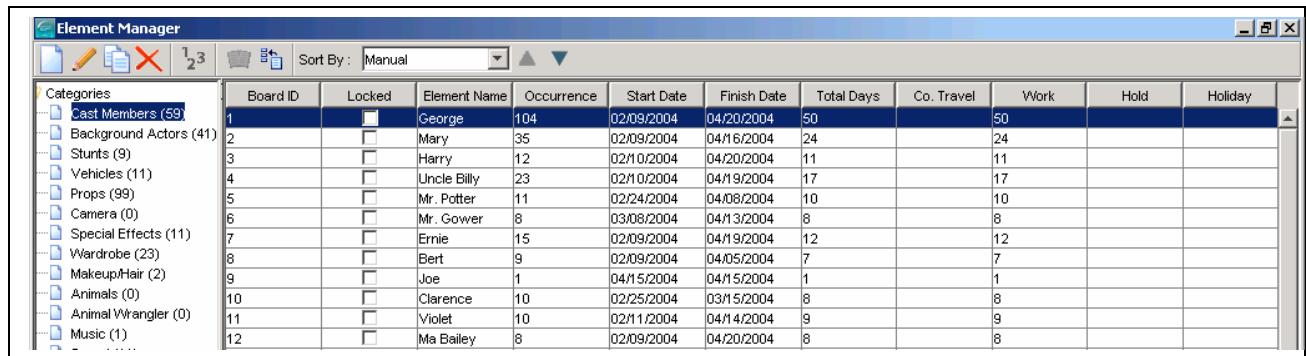
3. Check to select the **Element Defaults** you want to add, or deselect to remove.
4. Add, edit or delete from the **Element Properties** line items.
5. Click **OK**.

Chapter 4: Element Manager

The Element Manager offers a convenient method to view, edit and manage the Elements in your 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**, select **Element Manager**.

The **Element Manager** window will open.

The Category List is located on the left side of the Element Manager. Simply click on a Category name to access that Category. All existing elements in the selected Category will be listed.

The Element Manager window is made up of the following sections:

- **Board ID**
  The numerical Board ID that is assigned to that Element.

- **Locked**
  This 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**
  This is the Element Name.

- **Occurrences**
  This data shows the number of times the element appears on the Schedule.

- **Start Date**
  This is the date of the first time the element appears on the Schedule.

- **Finish Date**
  This is the date of the last time the element appears on the Schedule.

- **Total Days**
  This data 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 days designated for Work.

- **Hold**
  Shows the number of days designated as **Hold** days.

- **Holiday**
  Shows the number of days designated as **Holidays**.

Section 2: Edit Element Window
Access an element's Edit Element window to make element modifications.

Access the Edit Element Window
Each element's details, such as the Element name and ID number, can be accessed through an info window.

1. Select the element for which you wish to see the info window.
2. Access the info window.

Three Methods:

- Double-click on the element.
- Click on **Edit** Element icon (CTRL+K, Mac: CMD+K).
- Right-click and select **Edit Element**.

The **Edit Element** window will open.

The window is comprised of the following sections:

Element Identification

- **Element Name**
  The element's name. This is the only field that must be present in all Element Info 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 if you wish elements to retain the assigned IDs in the event of a Board ID renumber.

- **Exclude from Stripboard**
  Select this option if you wish the element to be excluded 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 or not 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 or not 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 days and Pickup days.

Usage

- **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 of not the breakdown sheet is scheduled on any Stripboard.

- **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. You can use the default fields or create new fields 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.

A **New Element** window will open.

3. Type the name of the new element in the **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 to the list immediately.

Duplicating Elements

1. Select the element you wish to duplicate.
2. Click on the **Duplicate** icon.

The **Edit Element** window for that **Element Duplicate** will open. You can change the **Element Name** and **ID** number at this time.

3. Click **OK**.

The **Element Duplicate** will be added to the **Element List** immediately.

Deleting Elements

1. Select the element you wish to delete.
2. Click on the **Delete** icon.

Delete

A **Delete Element** confirmation message will display.

3. Click **Yes** to complete the deletion.
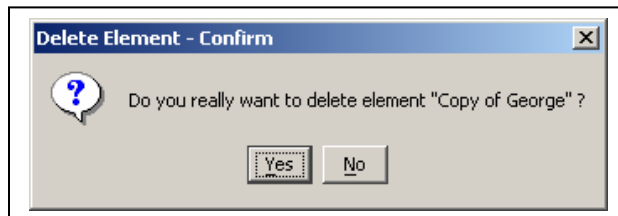
Section 4: Sorting in Element Manager

1. Go to the **Sort By** dropdown list.
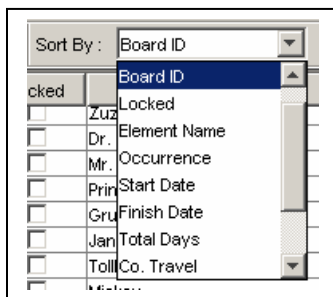
2. Click on the downward pointing arrow to reveal the dropdown list of **Sort** options.

- **Manual**
- **Board ID**
- **Locked**
- **Element Name**
- **Occurrence**
- **Start Date**
- **Finish Date**
- **Total Days**
- **Company Travel**
- **Work**
- **Hold**
- **Holiday**

3. Select the option you wish the Element List to be sorted by.

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

Tip: You can also sort 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 you wish to move.
2. Click on either the upward or downward facing arrow button until the element is in the correct position/order.
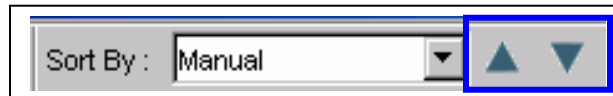
Renumbering Elements
1. Select the element you wish to renumber (if renumbering by Selection).
2. Click on the **Renumber** icon.
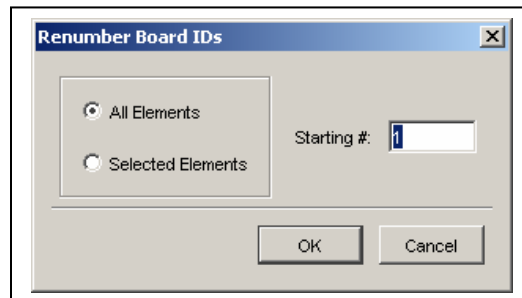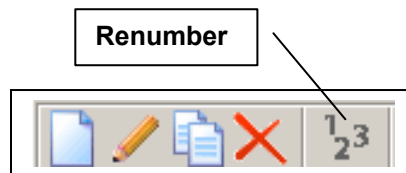
The **Renumber Board IDs** window will open.

3. Select a renumber preference:

    - **All Elements** if you wish to renumber the entire Element List.
    - **Selected Elements** if you wish to renumber a specific element.

4. Enter the **Starting Number** you wish the newly renumbered list to begin with.

    For example, if you enter **223** the first element will be numbered **223**, the next entry will be numbered **224**, the one after that will be **225**, etc.

5. Click **OK**

    The **Element List** will be renumbered immediately according to your preferences.

Merging Elements

1. Select the elements you wish to merge. You must select more than one element.

Note: To select multiple elements, hold down the **CTRL** key while selecting elements with the mouse (Mac: **CMD** key).

2. Click on the **Merge Elements** icon.
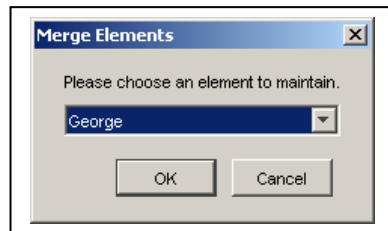
    The **Merge Elements** window will open. The elements you selected to merge will be listed in a drop down list.

3. Select the element name you wish to keep and merge the other elements into.
4. Click **OK**.

Section 5: Moving in Element Manager

Moving Elements

1. Select the elements you wish to move.

Note: To select multiple elements, hold down the **CTRL** key while selecting elements with the mouse (Mac: **CMD** key).

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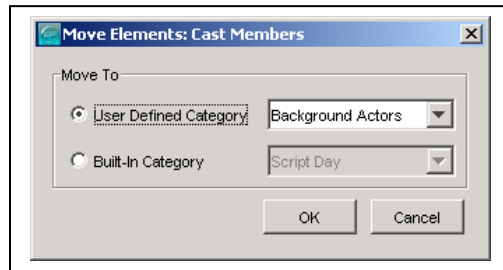
The **Move Elements** window will open. It will display the next available category that the element(s) can be moved to. Select either a **User Defined Category** or a **Built-In Category**.

3. Select the category where you want to move the element by clicking the drop down menu arrow.
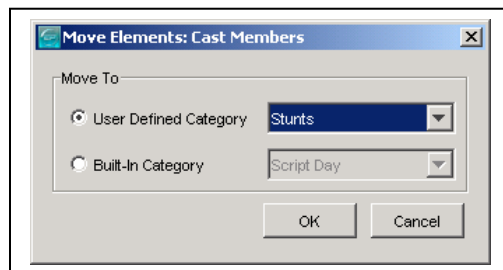
4. Click **OK**.
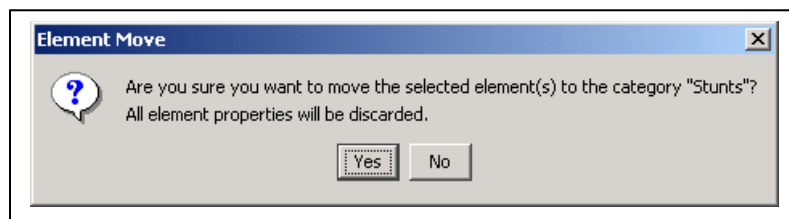
Note: A warning message window will open, asking to confirm the move. When moving elements from one category to another, the defaults for the new category will be automatically applied to the element after it has been moved. All current element properties will be discarded.

Moving Elements in the Edit Element Window

You can also move elements in the Edit Element Window by typing in the new category before the name in the Element Name field. Be sure to include a colon after the category name and click **OK** to complete the move.

Chapter 5: Category Manager

The **Category Manager** lists all the categories that have been created in the active schedule.
The manager allows you to add, modify, duplicate or delete the categories.

Access the Category Manager

1. Select **Category Manager** from the **Design** menu.
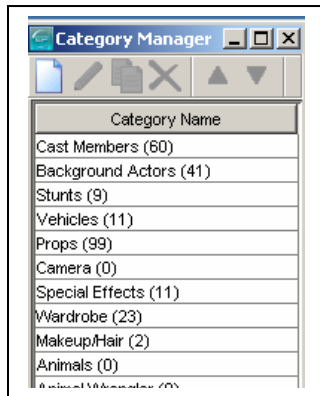
       The **Category Manager** window will open.

Section 1: Edit Category

Access the Edit Category Window

Three Methods:

1. Right click on a category. (Mac: Hold down the **CTRL** key and click.)
2. Select **Edit** from the list of options.
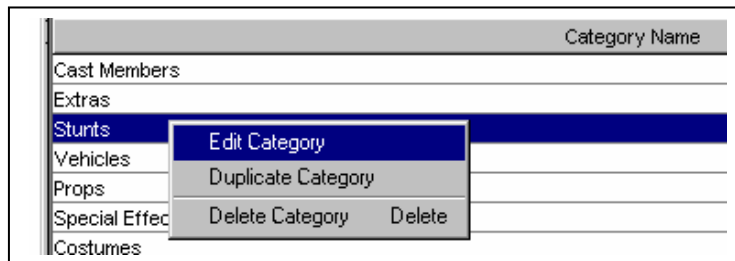
       Or

1. Select a category.
2. Click on the **Edit Category** icon on the toolbar.
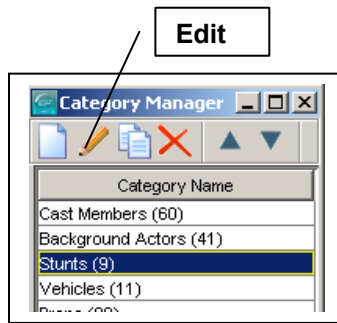
Or

1. Double-click on the Category listing.
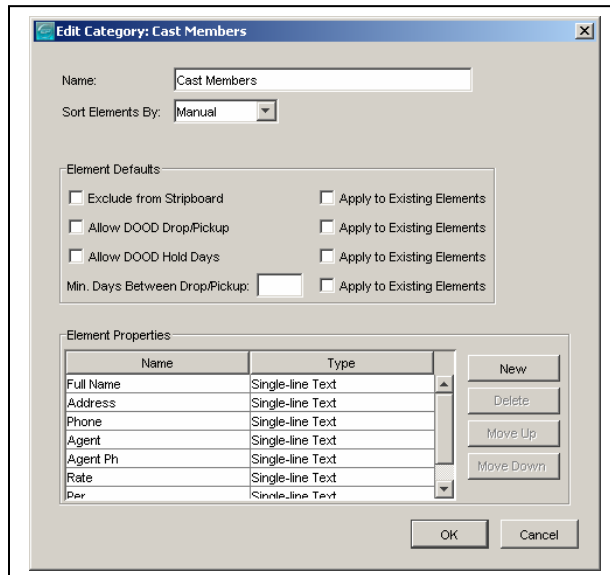
The **Edit Category** window for that category listing will open.

2. Modify the **Category** here.

The **Edit Category** window is comprised of the following sections:

Category Identification

- **Name**
  Enter the Category Name here.

- **Sort Elements By**
  Select how you wish the Elements within the Category to be sorted: by Board ID, Name, Occurrences, or Manually.

Element Defaults

- **Exclude from Stripboard**
  Select this option if you do not want the Category to appear on a vertical Stripboard.

- **Allow Day Out of Days Drop/Pickup**
  Select this option if you wish to allow Drop/Pickup days on the Day Out of Days report.

- **Allow Day Out of Days Hold Days**
  Select this option if you wish to allow Hold days on the Day Out of Days report.

- **Minimum Days Between Drop/Pickup**
  Enter the minimum days you wish to have 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 if you wish a selected or deselected Element Default option to apply to existing Elements in the Category.

Element Properties
The Element Property fields that you select/create here will appear in each Element's Info 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. (CTRL+B, Mac: CMD+B)
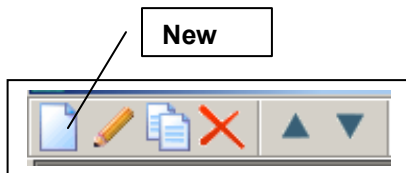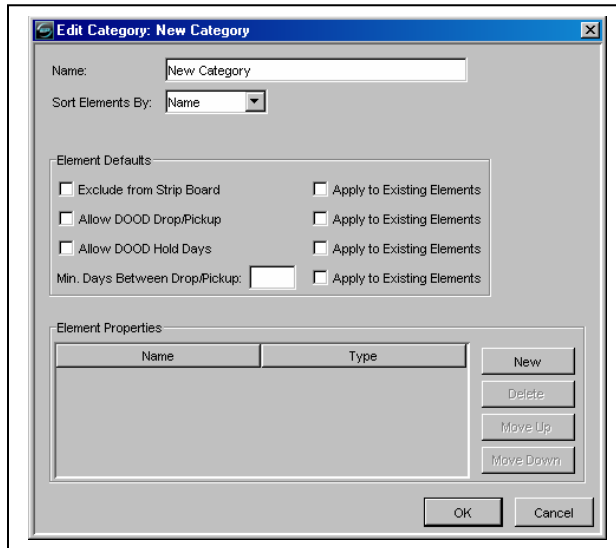
A New **Edit Category** window will open.

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 you wish to duplicate.
2. Click on the **Duplicate** icon, or right-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 appear immediately in the Breakdown Sheet and Category Manager listing.

Deleting a Category

From the **Category Manager**:

1. Select the Category you wish to delete.
2. Click on the **Delete** icon, or right-click and select **Delete Category**.

3. A dialog box will appear for confirmation of the category deletion.
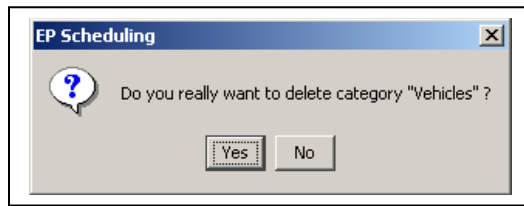
4. Click **Yes** to complete the deletion.
5. If the category does not contain any elements, it will be deleted from the Category Manager listing immediately. If the category does contain elements, a warning will display and the category will not be deleted.
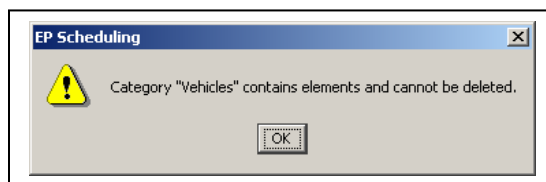
Section 3: Rearranging Categories
EP Scheduling allows you to rearrange the order in which Categories appear in your schedule.

1. Open the **Category Manager**.
2. Select the category listing you wish to move.
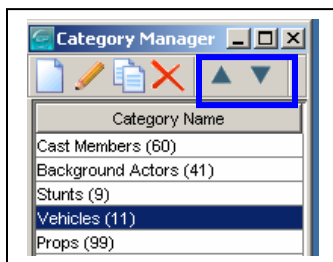
3. Click on either the upward or downward facing arrow button until the category is in the correct position/order.

Chapter 6: Breakdown Sheet

The Breakdown Sheet you will use to enter your elements onscreen looks nothing like the traditional, paper-based breakdown sheet. Once you generate a report based on your onscreen entries, you will be able to print out a version that more closely resembles the traditional breakdown sheet format.
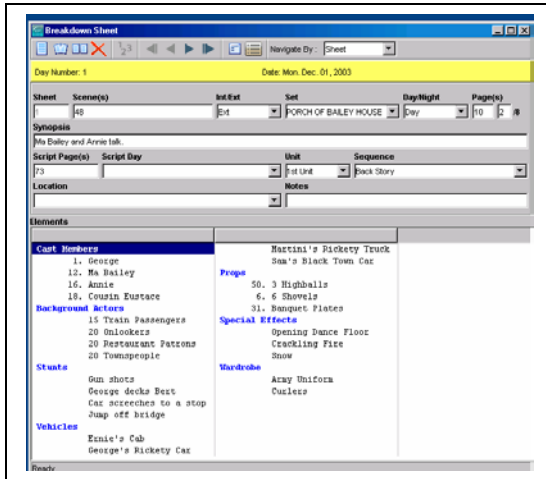
Breakdown Sheet   **Breakdown Sheet Report**
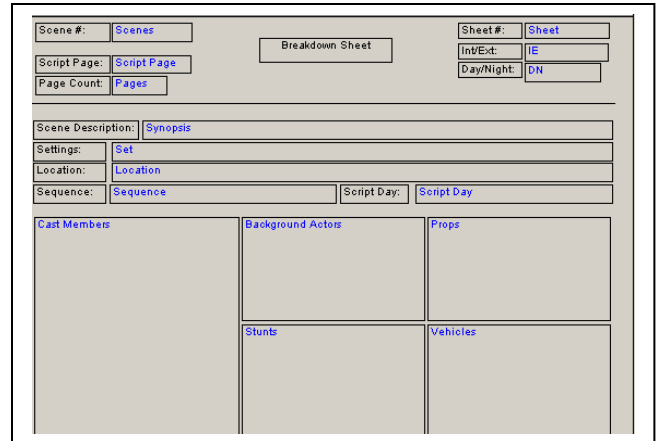
Section 1: Accessing the Breakdown Sheet

1. Go to **Breakdown**, 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 you are accessing it for the current Schedule.
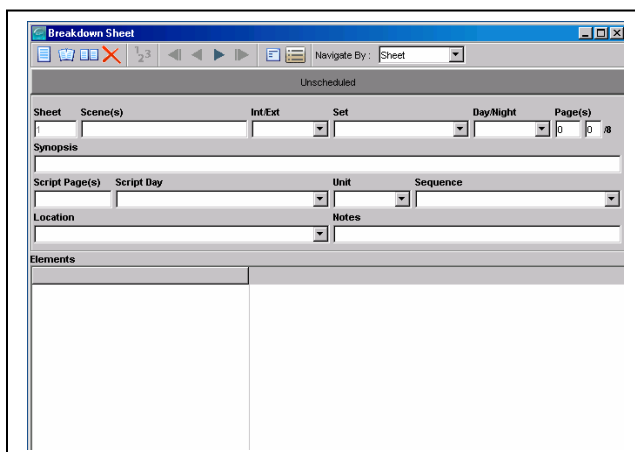
Section 2: Completing the Breakdown Sheet
The top half of the Breakdown Sheet is comprised of fields such as the Scene number, Int/Ext, Day/Night, Synopsis, and Location. Each Breakdown Sheet (usually) corresponds to a single scene and therefore a single strip. The bottom half of the Breakdown sheet is comprised of Elements divided into Categories, such as Cast Members, Props, and Scenery.

Entering Scene Information

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

Tip: To move freely between the fields, hit the Tab or Enter key after you have filled out each box, or use your mouse to click in each box individually.

2. Click in the **Sheet** field and enter "1" for your first sheet.
3. Tab to or click in the **Int/Ext** field and select your choice for the scene from the dropdown list of options.
4. To enter **Set**, see below.

Tip: As a shortcut, type the first letter of your choice, such as "i" or "I" for "Interior." You can use this shortcut method for all fields with drop-down menus.

5. Tab to or click in the **Day/Night** field and select the appropriate time of day.

Tip: To add additional choices to the **Day/Night** menu such as **Dusk** and **Dawn**, go to **Design: Strip Colors**, add Dusk and Dawn to the list of strip labels to the left of the window. Your new selections will be immediately available when you return to your Breakdown Sheet.

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

Breakdown Strip

Entering Set, Sequence, Location
There are two methods to entering **Set**, **Sequence**, and **Location**. You may do it directly onto the **Breakdown Sheet**, or from the **Element Quick Entry (EQE)** window.

From the **Breakdown Sheet**:

1. Tab to or click inside the **Set**, **Sequence** or **Location** field.
2. Enter the correct information for that field.

   The new listing will be added to the current Breakdown Sheet and to that field's drop-down list of options, allowing easy selection for future sheet pages. Follow the same procedure for entering all three fields.

Insert Elements into the Breakdown Sheet
Existing elements can be easily inserted directly from the Breakdown Sheet. Please refer to **Chapter 3: Element Quick Entry** 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 selecting the **Add New Element** option. A **New Element** window will open, allowing you to create a new element for that Category.

From the **Breakdown Sheet**:

1. Click on the **Category Listing** that contains the **Element** you wish to insert.
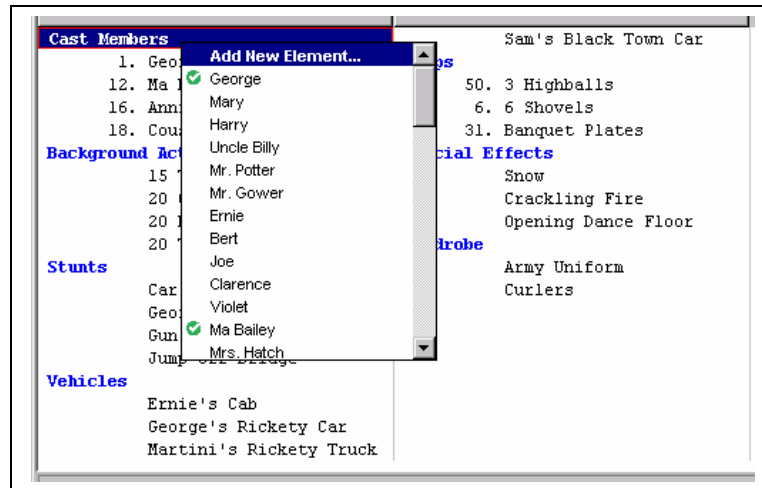
A drop down list of existing elements for that Category will appear.

2. Select the **Element** you wish to insert.
3. The selected **Element** will appear in the current Breakdown Sheet immediately.

Element Linking
Element Linking allows you to link an element 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 you to link those two elements so that whenever the cast member (Anchor Element) is inserted, the eye patch (Linked Element) is automatically inserted, too.

Note: The above action does not work in reverse. If the linked element is inserted, the anchor element does not automatically get inserted.

---

1. Access the **Element Linking Manager**

Four Methods:

- Go to **Breakdown**, select **Element Linking Manager** (CNTRL+I, Mac: CMD+I)
- Go to the Breakdown Sheet and click the Element Linking Manager icon.
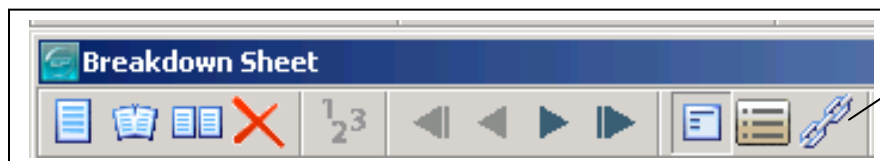
- Go to the Element Manager and press the Element Linking Manager icon.

Element Linking

- Press Control+I (CMD+I on the Mac).
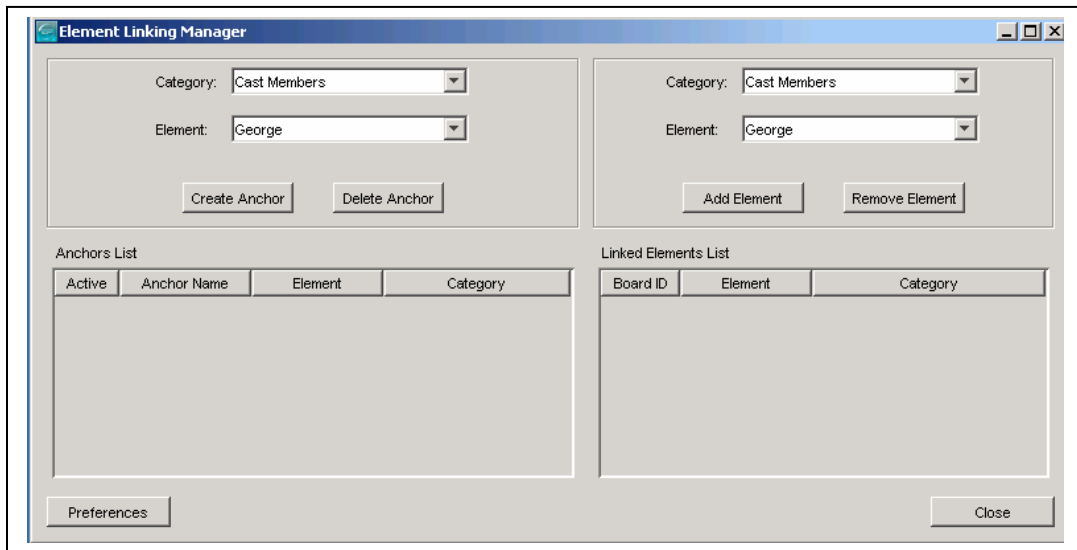
The Element Linking Manager window will appear.

2. In the left hand column, select a Category and a subsequent Element from the dropdown lists, 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 you are done.
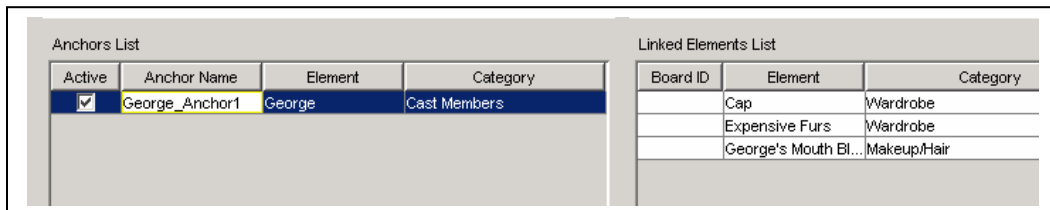
5. Return to the Breakdown Sheet, and insert the Anchor Element that you set up. Notice that the Linked Elements are also automatically inserted.

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 you to set up different sets of linked elements 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, you can set up the three different groups of linked elements for the same anchor and select which one is active to save on time and data entry.

Note: Only one group per element can be selected at once. Meaning if you set up three different groups for a particular anchor, 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 you want active.

Anchors List					Linked Elements List		
Active	Anchor Name	Element	Category		Board ID	Element	Category
☑	George_at beginning	George	Cast Members			Cap	Wardrobe
☐	George_at end	George	Cast Members			Expensive Furs	Wardrobe
☑	Mary_Anchor1	Mary	Cast Members			George's Mouth Bl...	Makeup/Hair
☑	Mr. Martini's Rickety...	Mr. Martini	Cast Members				

Preferences

Note: You can rename the group by double clicking the anchor name in the anchor list. This may help you 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 you want to unlink.
2. Select (highlight) the element in the right column that you want to unlink.
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. Click on the **Preferences** button in the lower left hand area of the element linking window.
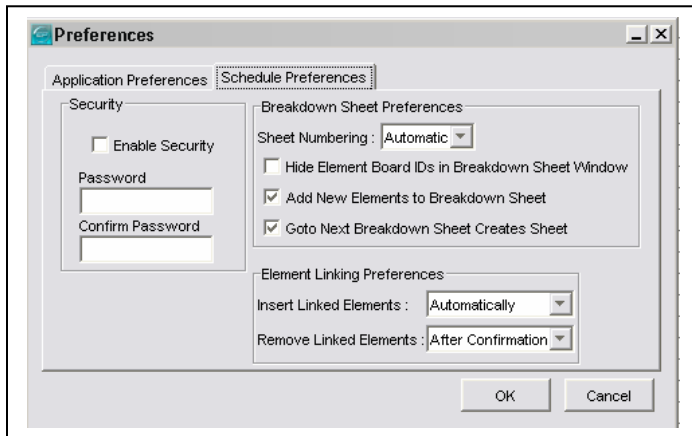
The Preferences window will open.

2. There are two dropdowns that pertain to Element Linking.

Insert Linked Elements:

- **After Confirmation**
  A confirmation window will appear confirming the linked elements that are to be inserted into the breakdown sheet.
- **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 lined 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.

3. Set your preferences and click the **OK** button.

Note: The 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 have the elements removed also.

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.
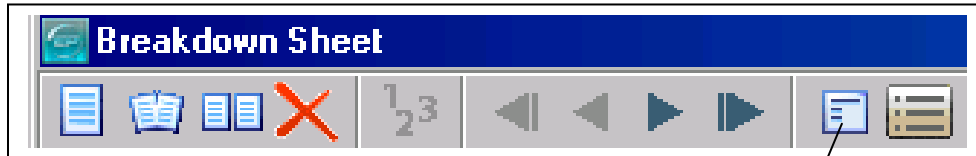
Show/Hide Empty Categories

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.

Empty Categories

Adding New Sheets

From the **Breakdown Sheet**:

Add Sheet

Merge Sheets

Duplicate Sheet

Renumber Sheets
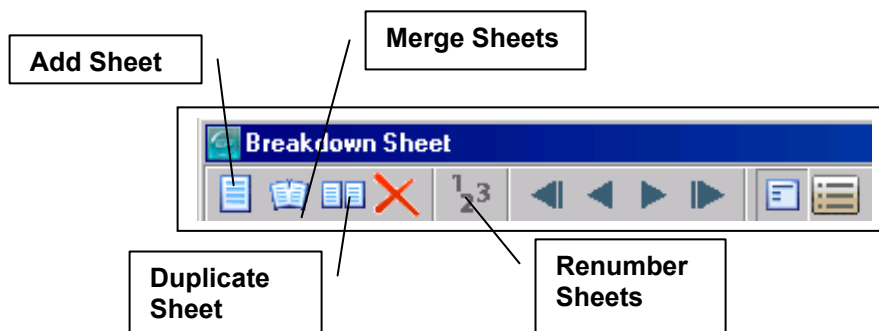
1. Click on the **Add Sheet** icon (CTRL+B, Mac: CMD+B).

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

   A new strip will automatically be inserted into the Stripboard for the new sheet. Please refer to **Chapter 8: Stripboards** for more detailed information on managing the Stripboard.

Merging Sheets

Merging Sheets combines the information from two different sheets into one, single sheet. The sheet that you are merging **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 sheet will be numbered according to the **Schema** you selected while setting up your Schedule Preferences.

From the **Breakdown Sheet**:

1. Navigate to the sheet into which you wish to merge another sheet.
2. Click on the **Merge Sheets** icon
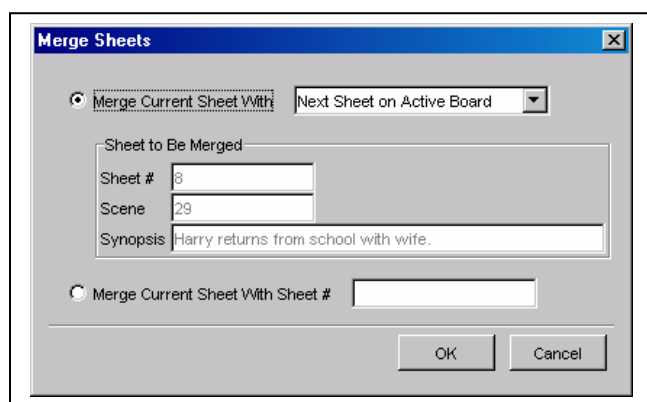
The **Merge Sheets** window will open.

3. Specify how you wish the current sheet to merge.

   Merge Current Sheet With:

- **Next Sheet on Active Board**
  Merges the current sheet with the immediately succeeding sheet.
- **Previous Sheet on Active Board**
  Merges the current sheet with the immediately preceding sheet.
- **Next Sheet by Number**
  Merges the current sheet with the succeeding sheet in numeric order.
- **Previous Sheet by Number**
  Merges the current sheet with the preceding sheet in numeric order.

Merge Current Sheet With Sheet #:
Enter the specific sheet number you wish to merge the current sheet with.

4. Click **OK**.

You will be brought directly to the merged sheet.

The second of the two sheets you merged will cease to exist individually. It is now part of the first of the two sheets that you merged.

Duplicating Existing Sheets
Recreates the content of an existing sheet as the basis for a new sheet.

For example, one scene may have the same set and most of the same characters as another. Duplicating the sheet saves you time and allows you to make only minimal required adjustments.

From the **Breakdown Sheet**:

1. Navigate to the sheet you wish to duplicate.
2. Click on the **Duplicate** icon (CTRL+D, Mac: CMD+D).

Renumbering Sheets
After rearranging the Stripboard or adding new sheets, you may wish 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**. Please 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).
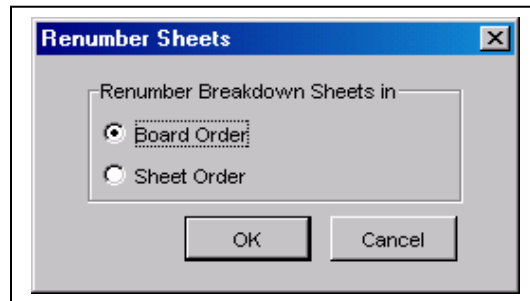
2. Select the order you wish the Renumber to reflect.

- **Board Order**
  The current strip order on the active Stripboard.
- **Sheet Order**
  The current sheet order of the Breakdown Sheets.

The sheets will be renumbered immediately.

Chapter 7: Calendar

The EP Scheduling Calendar enables you to view and edit the production schedule in a calendar format. Here, you will edit and specify the following:

- **Days off**
- **Special Days (holiday, travel day, etc.)**
- **Production Dates (Prep Start, Prod Start, etc.)**
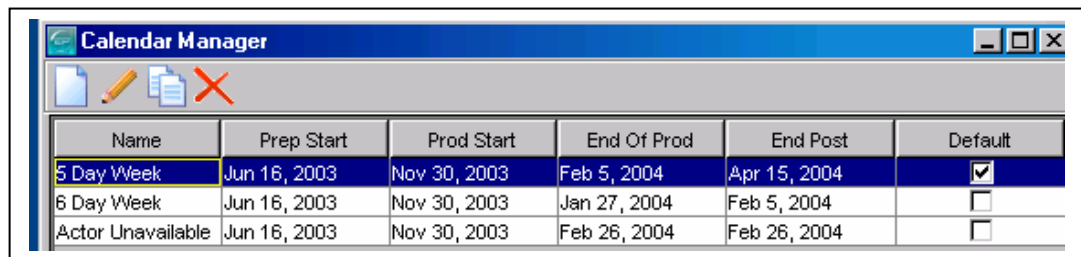
Access the Calendar Manager

Two Methods:

- Click on the **Calendar Icon** (Windows only).

Calendar Icon
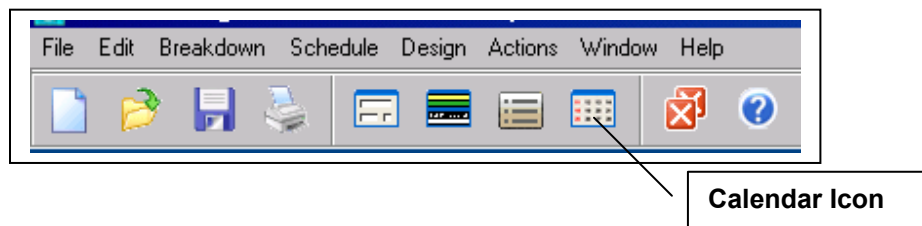
- Go to **Schedule**, select **Calendar Manager** (CTRL+L, Mac: CMD+L).

The **Calendar Manager** window will open.

Section 1: Creating a Calendar

Newly created schedules are designed with pre-existing default calendars, which can simply be accessed and edited. EP Scheduling also allows you to create mulitple calendars for the same schedule.

Default Calendar

From the **Calendar Manager**:

1. Access the **Default Calendar**.
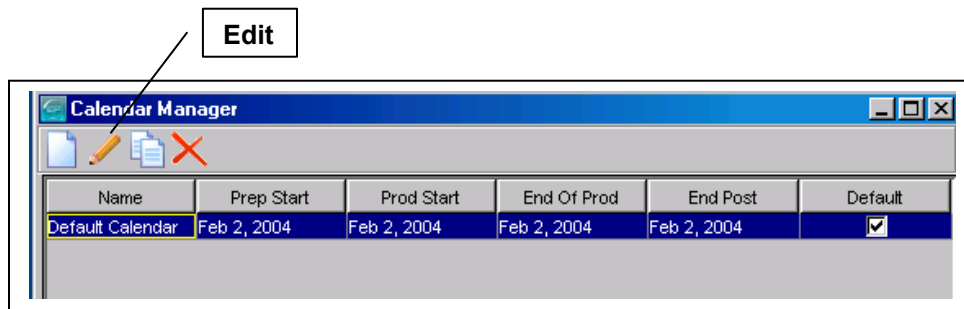
Two Methods:

- Double-click on the **Default Calendar** listing.
- Click to select the **Default Calendar** listing, then click on the **Edit** icon.

The **Edit Calendar** window will open.

Creating Additional Calendars
You may want to create several calendars in order to view different versions of your schedule.

From the **Calendar Manager**:
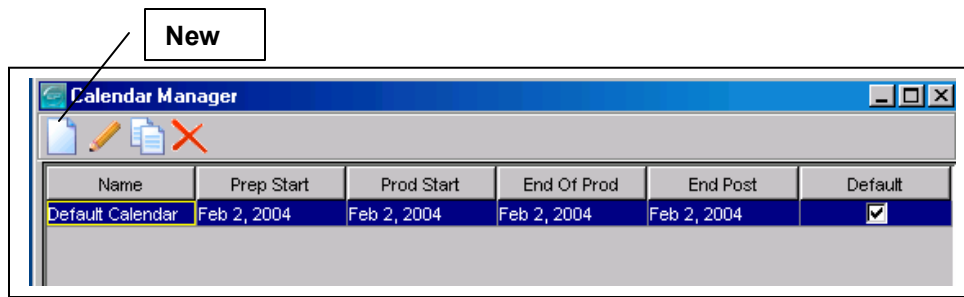
1. Click on the **New** icon.

    A new blank calendar will open immediately.

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

From the **Calendar Manager**:

1. Access the calendar you wish to rename.
2. Click to select (highlight) the current name in the **Name** field.
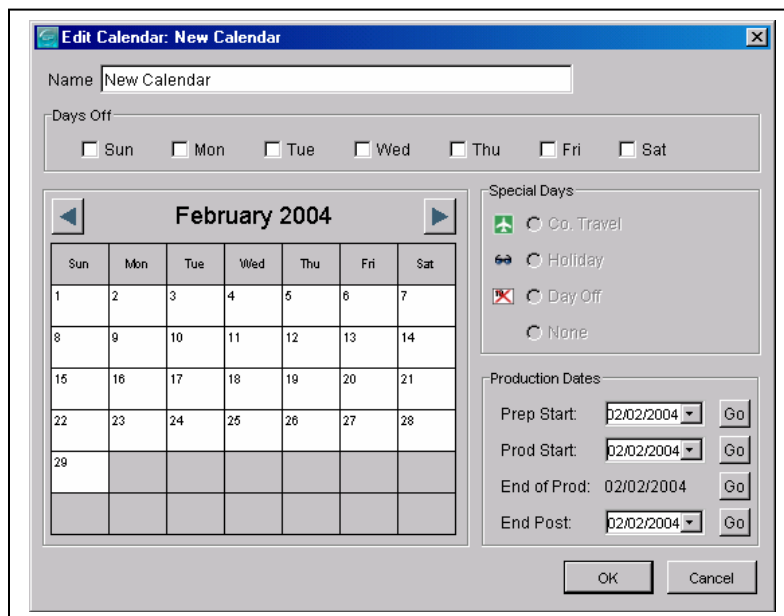
3. Type a new name for the calendar.
4. Click **OK**.

Section 2: 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.
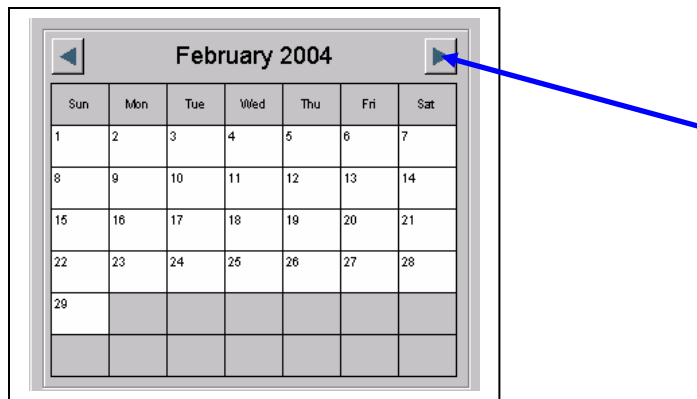
Selecting Days Off

You can designate days off on an individual or weekly basis. For example, you may wish to schedule all Saturdays off.

Single days

1. Designate single days 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.
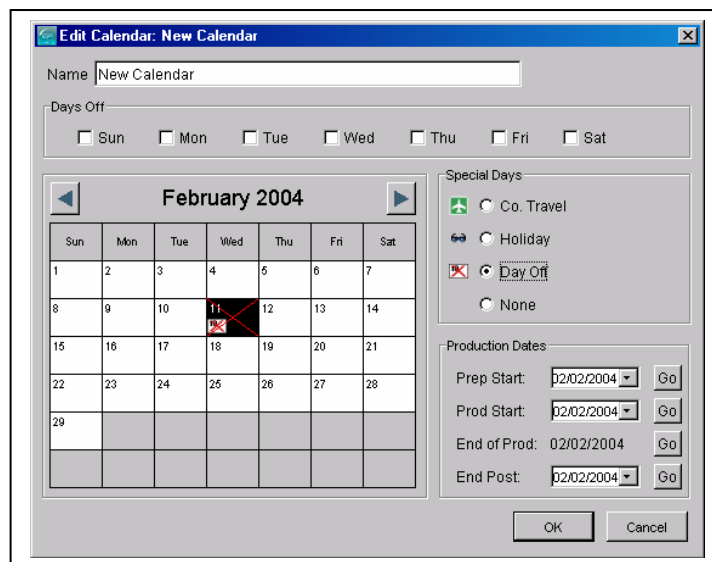
Weekly

1. Simply select the day(s) you wish to schedule off from the Days Off field, with a checkmark.

    The off day(s) will be shown on the calendar with a red x mark.
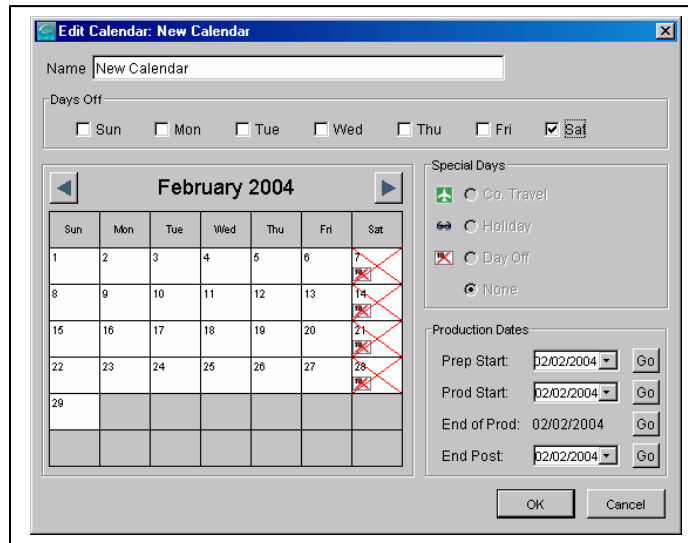
Designating Special Days
You can designate special days on your calendar, such as a company travel day or a holiday, by selecting from the **Special Days** list.

1. Click on the calendar day you wish to designate as a **Special Day**.

That calendar day will be highlighted in black.

2. Select the **Special Days** icon that best categorizes the day off.
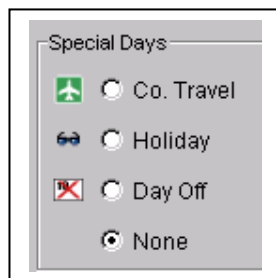
The selected calendar day will be marked with both a **Red X** to indicate a day off and the **Special Days** icon you selected.
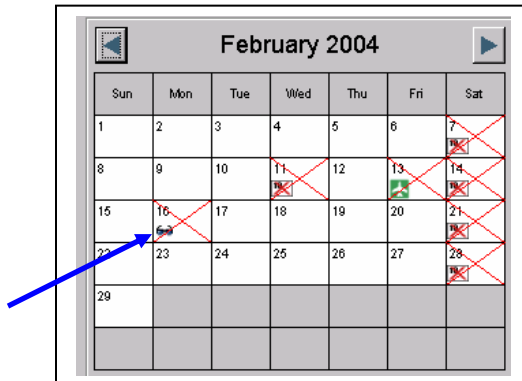
Setting Production Dates
Your production dates must be set in a chronological order, with start dates occurring prior to the end dates. This is the most important piece of information for your calendar. The rest of the schedule originates from the designated start date.

Two Methods:

- Select a date from the drop-down calendar of the Production Date you are setting.
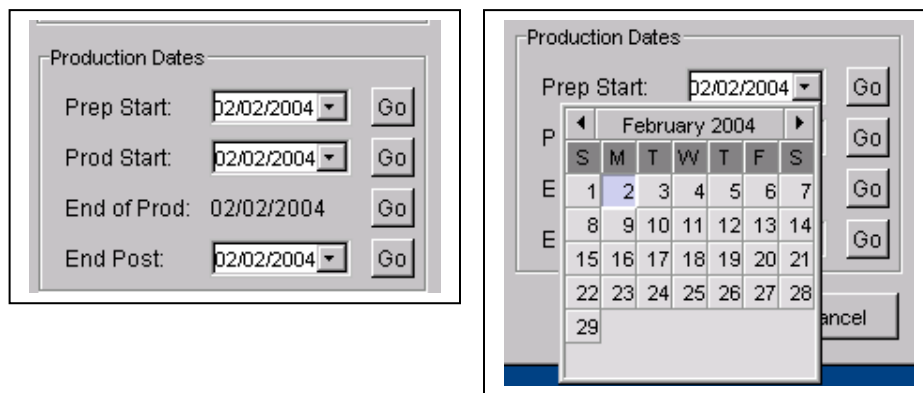
> Or
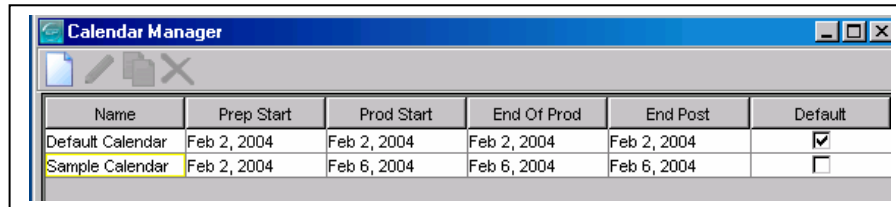
- Manually enter the correct date into the Production Date field, using **mm/dd/yyyy** format.

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

Completing the Production Calendar
When you are satisfied with your calendar, click on the **OK** button at the lower right corner of the Edit Calendar window.

You will be brought back to the Calendar Manager window and your newly created calendar will be listed.
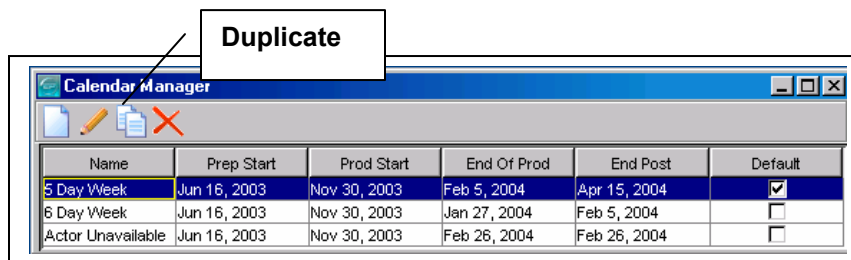
Note: You can only have one default calendar at a time.

Duplicating a Calendar
While in plotting your Production Calendar, you may wish to create various copies of one particular calendar to work from. The Duplicate function makes it easy for you to create several varying calendars for consideration before deciding on the final schedule.

From the **Calendar Manager**:
1. Select the Calendar you wish to duplicate.
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 you have finalized the schedule, you may wish to delete any other calendars in your Calendar Manager.

1. Select the Calendar you wish to delete.
2. Click on the Delete icon.
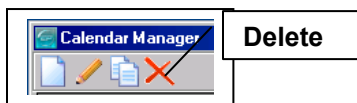
3. Click **OK** to delete.
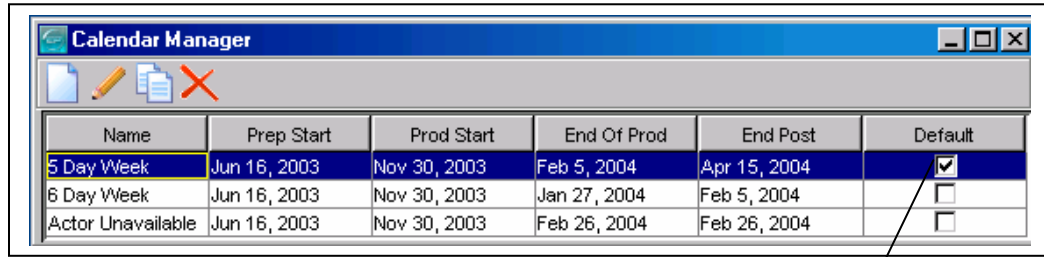
Note: You cannot delete a calendar that is currently being used by a board.

Changing the Default Calendar
The default calendar is the calendar that will be the default when creating a new Stripboard. You may create as many calendars as you wish for your schedule. Although only one can be designated as the default, it is easy to change the default calendar for your schedule at any time.

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 8: Stripboard**.

1. Access the **Calendar Manager** (CTRL+L, Mac: CMD+L).
2. Check the box labeled **Default** for the calendar you wish to have as the default calendar.

3. Close the **Calendar Manager**.

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

Chapter 8: Stripboard

The EP Scheduling Stripboard has a similar look and feel to a traditional Stripboard. Each strip corresponds to one breakdown sheet. You have the ability to drag and drop each strip with your mouse, as you would pick up and replace each strip by hand with a traditional Stripboard.

Section 1: Stripboard Manager

The **Stripboard Manager** allows easy access to managing and creating boards for your schedule.

Access the Stripboard Manager

1. Go to **Schedule** on the menu bar, and select **Stripboard Manager**.
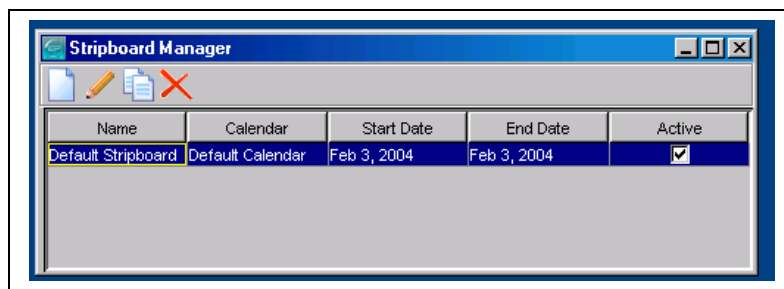
You will now be in the **Stripboard Manager**.

Section 2: Default Stripboard

A default Stripboard for your schedule already exists in your Board Manager. You simply need to rename it. Use the Edit Board window to change the Stripboard name or Calendar.

From **Stripboard Manager**:

Two Methods:

- Double click on the field labeled **New Stripboard**.
- Select the Stripboard listing, click on the **Edit** icon.

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

Section 3: Creating New/Multiple Boards

You can have several different boards corresponding to the exact same calendar. Creating more than one Calendar or Stripboard per schedule allows you to view 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).
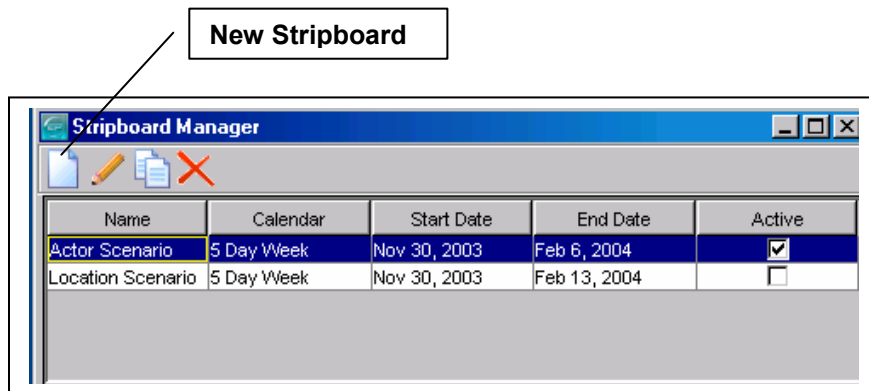
New Stripboard

Note: If the board you wish to activate does not exist yet, you will need to create it before it can be used for the Stripboard.

The **Edit Stripboard** window will open.

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

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

    *See **Glossary**

The new Stripboard will be listed in the **Stripboard Manager** immediately. It will also be accessible from the drop down list of **Boards** on the Stripboard navigation bar.

Renaming a Stripboard
The default name for new Boards is *New Stripboard*.

1. Access the Edit Stripboard window for the Stripboard you wish to rename.
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
EPS allows you to select different Stripboards to be active for your Schedule.

Two Methods:

From the **Stripboard**:

1. Select a different board from the **Board** dropdown list located on the Stripboard navigation bar.
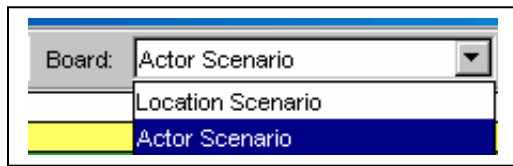
Or

From the **Stripboard Manager**:

1. Select the **Active** option for the board you wish to be active.
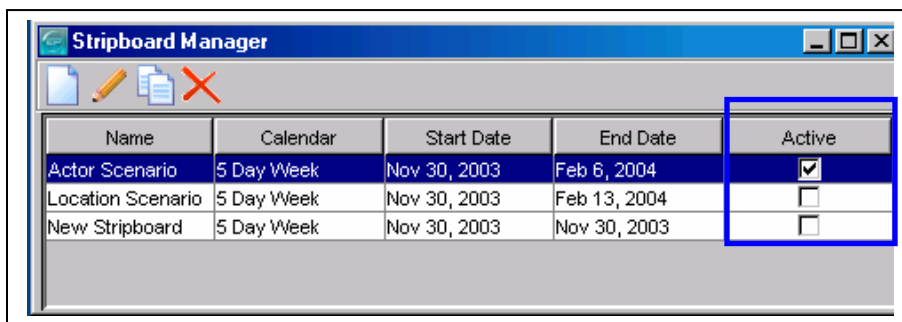
The newly selected active board will open immediately.

Section 5: Accessing the Stripboard
Once a Stripboard is created, it will be listed in the Stripboard Manager and be easily accessible from the **Schedule** menu.

Two Methods:

- Go to **Schedule**, select **Stripboard** (CTRL+U, Mac: CMD+U).
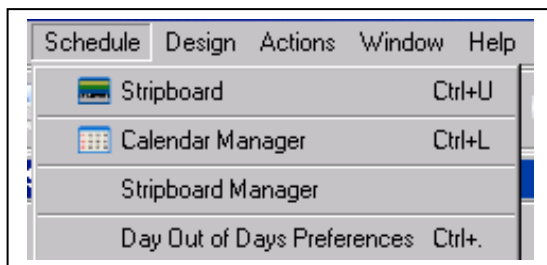
- Click on the **Stripboard** Icon (Windows only).
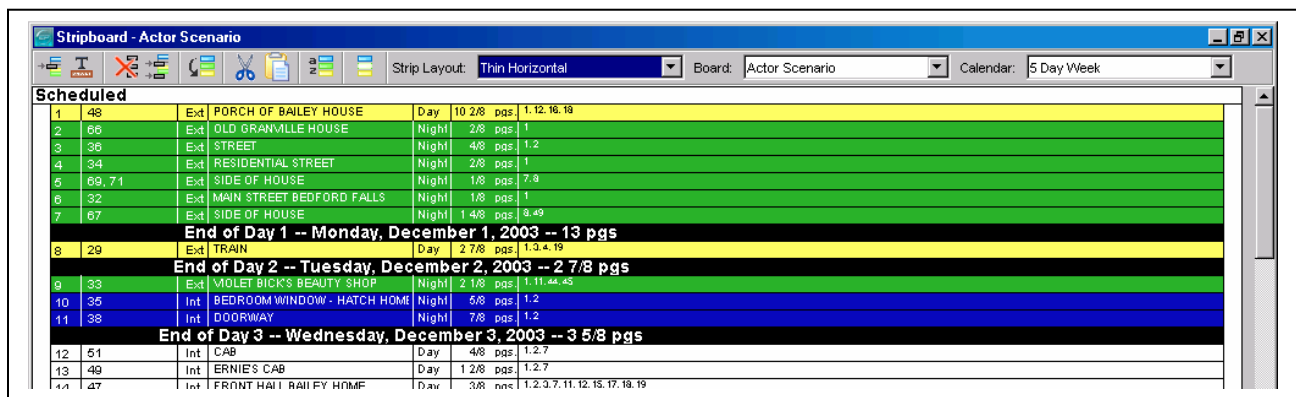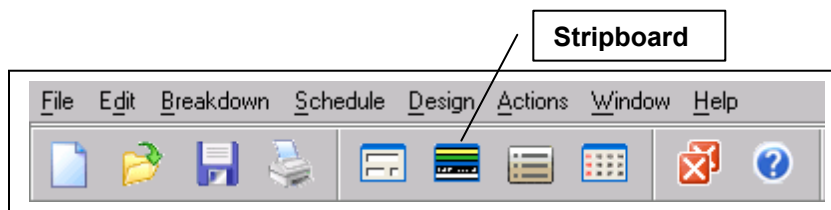
Stripboard

The **Stripboard** window will open.

Tip: Double-click on a strip to access the corresponding breakdown sheet.

Section 6: Changing Layout Views

EP Scheduling remembers the last layout that you viewed in the **Strip Layout** field of your Stripboard. Selecting your preferred Strip Layout is easy. The Vertical view is more similar to the traditional Stripboards, allowing you to view the production info as well.

From the **Stripboard**:

1. Select an option from the **Strip Layout** dropdown menu.
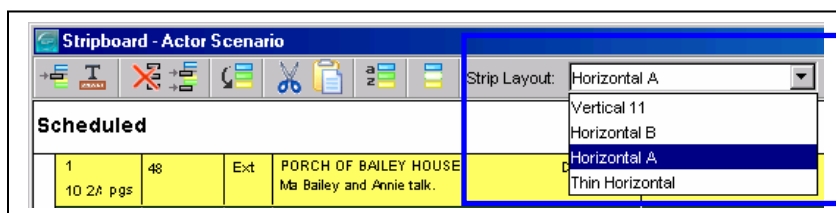
The **Stripboard** will display the selected layout immediately.
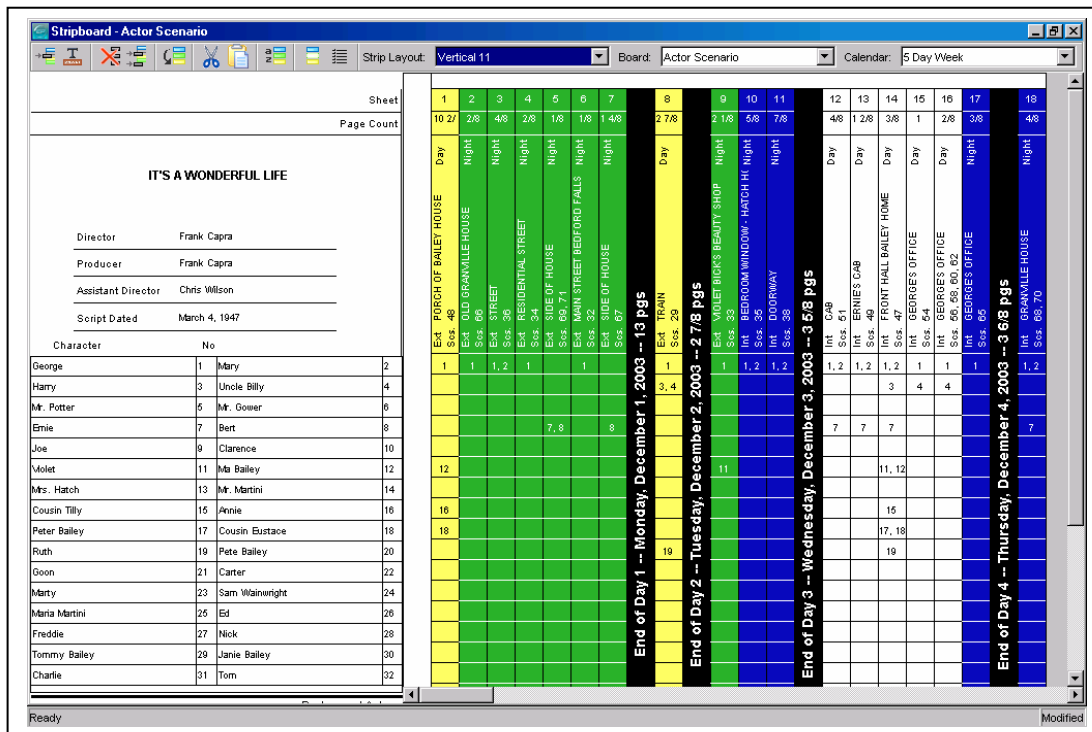
Section 7: Sorting Strips

Sort
This option allows you to automatically rearrange 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 with which you wish the Strips to be sorted.

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

From the **Stripboard**:

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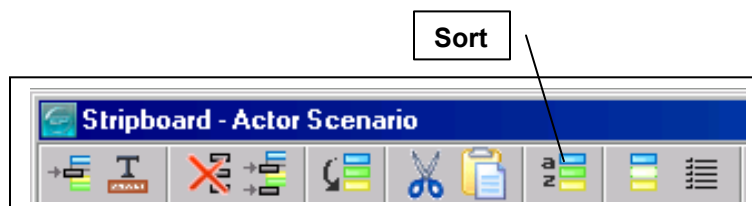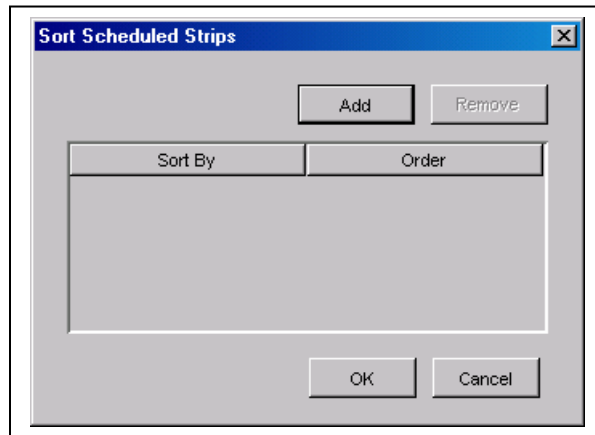
Sort

The **Sort** window will open.

2. Click on the **Add** button to add a sort level.
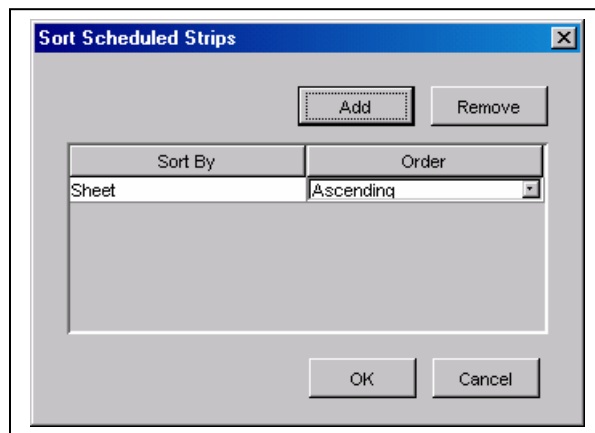
Add additional sort levels by clicking the **Add** button. Delete sort levels by selecting the level you wish to delete and clicking the **Remove** button.

3. Specify the sort parameters by selecting **Sort By** and **Order** options.
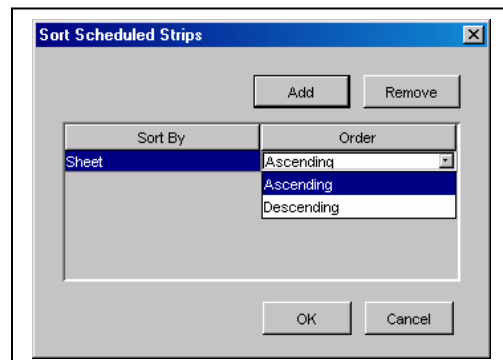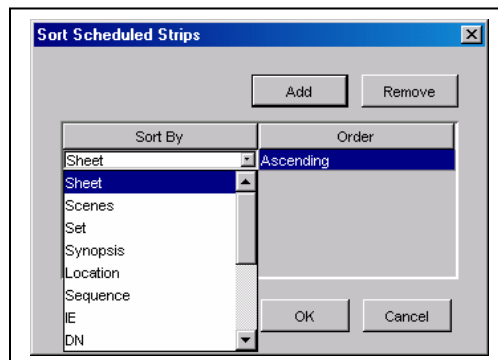
If you select **Ascending**, the corresponding Sort Level will be listed in ascending order. If you select **Descending**, the corresponding Sort Level will be listed in descending order.

4. Click **OK**.
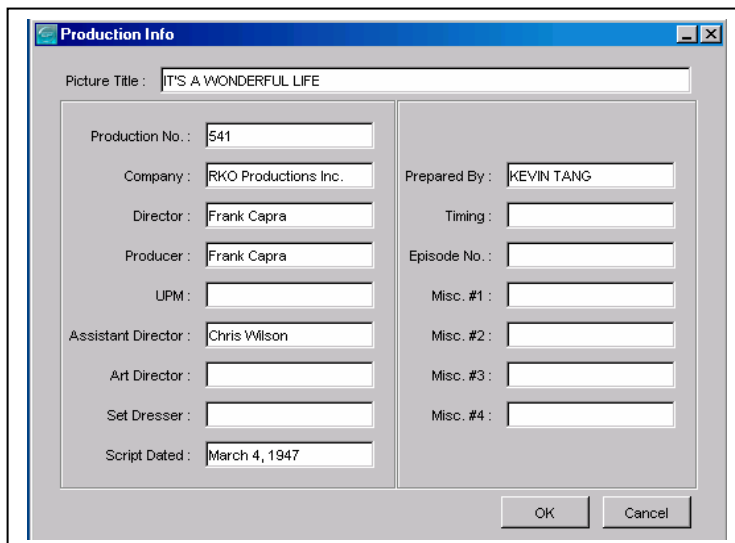
The **Sort** will occur immediately.

Note: All assigned Daybreaks will be deleted upon sorting.

Section 8: Production Information
Production Information includes details such as the production title, director's name, and producer's name.

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

The **Production Info** window will open.

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

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

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

Character	No		
George	1	Mary	2
Harry	3	Uncle Billy	4
Mr. Potter	5	Mr. Gower	6
Ernie	7	Bert	8
Joe	9	Clarence	10
Violet	11	Ma Bailey	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	22
Marty	23	Sam Wainwright	24
Maria Martini	25	Ed	26
Freddie	27	Nick	28
Tommy Bailey	29	Janie Bailey	30
Charlie	31	Tom	32

Chapter 9: Strip Appearance

EP Scheduling enables you to manually change the strip design for your Stripboard. You can alter the strip's interior layout as well as specify the categories that appear in the strip.

Section 1: Accessing the Strip Layout Manager

The Strip Layout Manager allows you to manage active strip layouts. The Strip Layout Manager window lists existing strip designs, labeled by name, layout orientation (horizontal or vertical) and size.
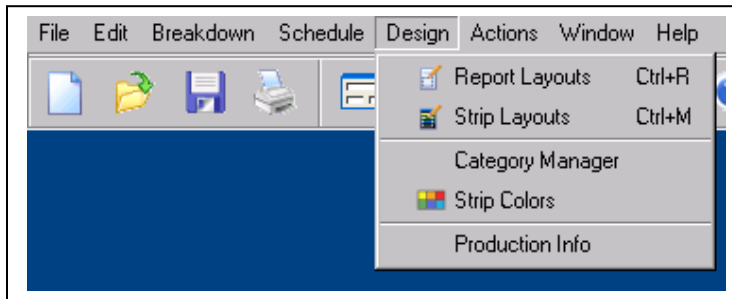
1. Go to **Design**, select **Strip Layouts** (CTRL+M, Mac: CMD+M).
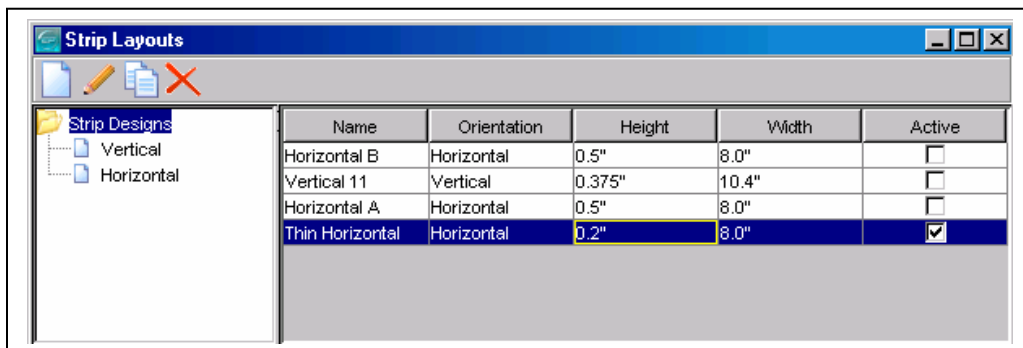
The **Strip Layouts Manager** window will open.

Strip Layout

This represents a horizontal strip.

The element boxes with blue text are dynamic fields that will retrieve information from your breakdown sheets. The boxes with black text are static and will always display the contained text.

This represents a vertical strip.
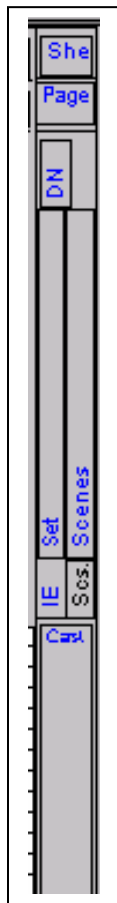
Chapter 10: Strip Designer
EP Scheduling allows you to alter and design the appearance of your strips.

Access the Strip Designer

<u>Two Methods:</u>

From the Strip Layout Manager:
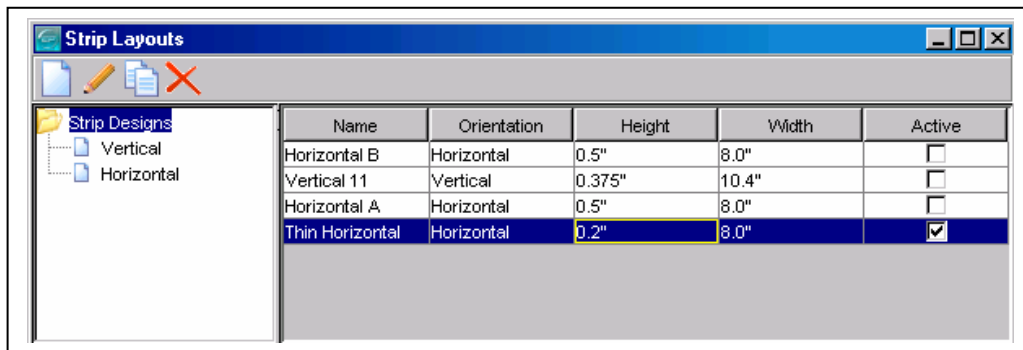
- Double-click on the strip listing you wish to modify.
- Select the strip listing you wish to modify, then click on the **Edit** icon.
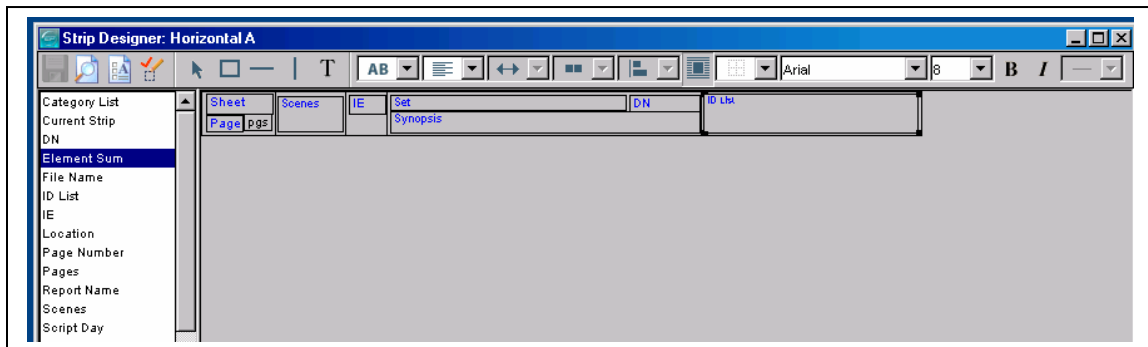
The **Strip Designer** window for the selected strip layout will open.

Section 1: Strip Designer Tools
The Strip Designer has its own set of tool icons at the top of the window. You can use these tools to arrange and edit the content of your strips.
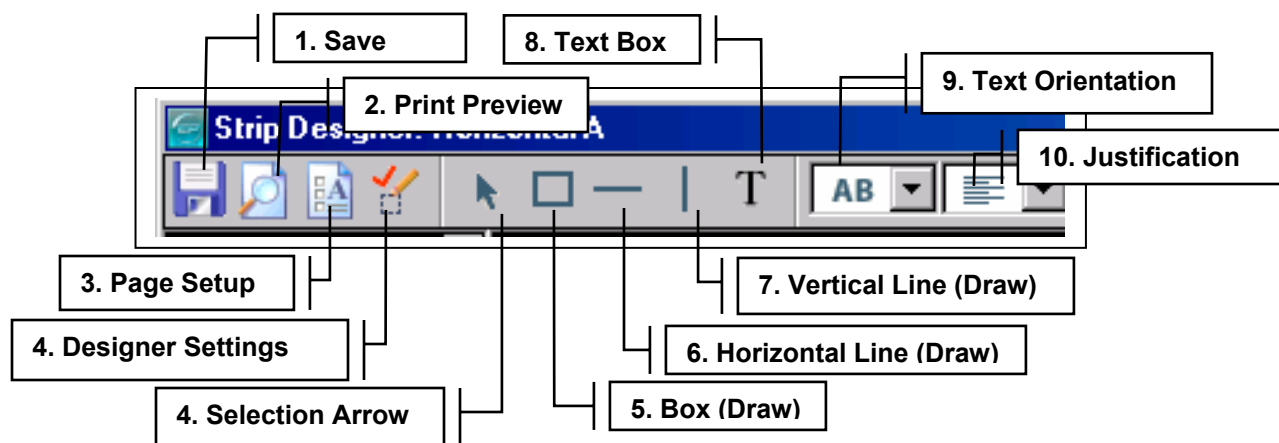
1. **Save:** Saves the most recent changes made to the Strip Design.
2. **Print Preview:** Displays the Strip exactly as it would look if printed.
3. **Designer Settings:** Accesses the Designer Settings window.
4. **Selection Arrow:** Allows you to select Strip elements.
5. **Box (Draw):** Creates (draws) a box.
6. **Horizontal Line (Draw):** Creates (draws) a Horizontal Line.
7. **Vertical Line (Draw):** Creates (draws) a Vertical Line.
8. **Text Box:** Creates box in which text can be typed.
9. **Text Orientation:** Orients all text displayed within the selected text box.
10. **Justification:** Justifies text to the left, center, or right of the box.

1. **Make Same:** Sizes the new box to be the same as the selected (current) box.
2. **Stack/Distribute:** Stacks/Distributes boxes horizontally or vertically, nearer to or further from the top left most box.
3. **Alignment:** Aligns the new box with the selected (current) box.
4. **Wrap Text:** Separates text into as many lines as can be accommodated in the box.
5. **Borders:** Places an underline, overline or box in a selected field. You must either **Print** or **Print Preview** to see the borders.
6. **Font:** Lists Font options for strip text.
7. **Font Size:** Lists Font size options for strip text.
8. **Bold:** Bolds selected text.
9. **Italicize:** Italicizes selected text.
10. **Line Width:** Designates width options for lines drawn.

Section 2: Strip Categories

The Strip Categories are listed to the left of the Strip Layout. The category listings represents the content that is contained within the strips. Each category box represents the area it will encompass on the actual strip.
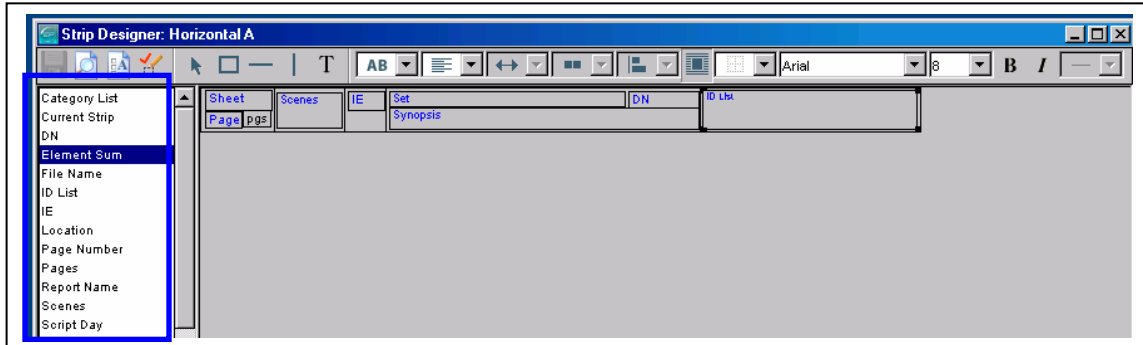
Changing Strip Categories

You can retain the layout of the strip while changing what each box represents.

1. Double-click on one of the category boxes located on the strip layout.
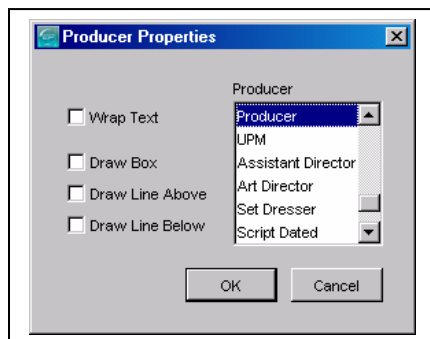
The **Properties** window will open.

2. Select the category you wish that box on the strip layout to represent.
3. Click **OK**.

The newly selected category will replace the category that was in the box previously.

Selecting ID List Property Categories

You can specify what category you would like the ID List to represent.

1. Double-click on the ID List box.
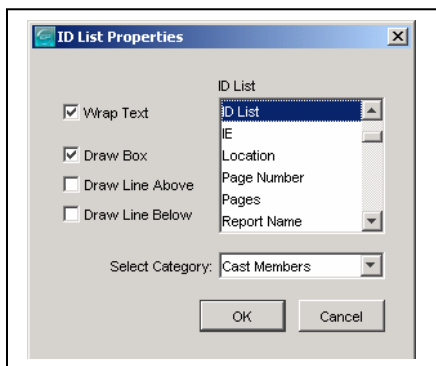
The **ID List Properties** window will open.

2. Select the category you wish the ID List box to represent.
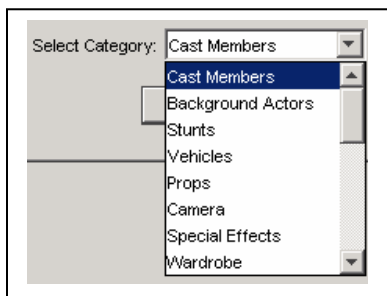
3. Click **OK**.

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

Editing the Element Sum Field
If you have an **Element Sum** field on your strip layout, you can choose whether you would like numbers, text, or both numbers and text displayed.

1. Double-click on the Element Sum box in the Strip Designer.
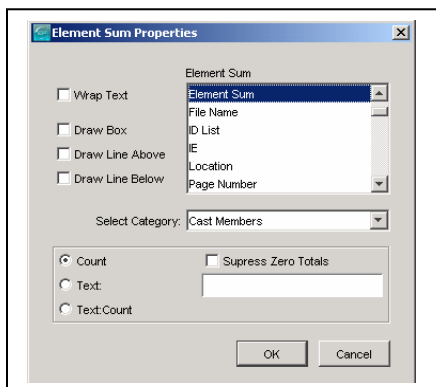
The **Element Sum Properties** window will open.

2. Select either the **Count, Text** or **Text:Count** options.
3. If **Text** or **Text:Count** is selected, enter the desired text in the box to the right.

4. If the sum is ever zero, you can choose to not have this number displayed by suppressing zero totals.

5. If you select the **Text:Count** option, you must enter the letter followed by a colon.
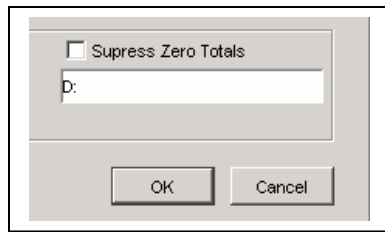
6. Click **OK**.

Adding New Category Boxes (from the Category list)
Add new category boxes to your strip layout by selecting from the side list of categories.

Note: This will not replace a current category, but will create a new one.
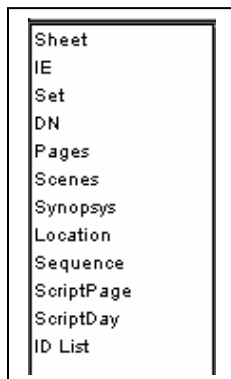
1. Select and drag a category name from the list to the area on the strip you wish the new category to be located.

Note: The new category cannot be dropped into an area that is already occupied by another category.

2. Release the mouse button to drop the category into place.

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

Aligning Category Boxes
Newly added category boxes will not automatically align to the existing categories on your strip. Shift category boxes into place with the **Alignment** tool. You must have more than one box selected for the Alignment option to be active.

From the **Strip Designer:**

<u>Two Methods:</u>

1. Select the box you wish to align to and then the box which you wish to align.
2. Make a selection from the **Alignment** dropdown list located on the toolbar.
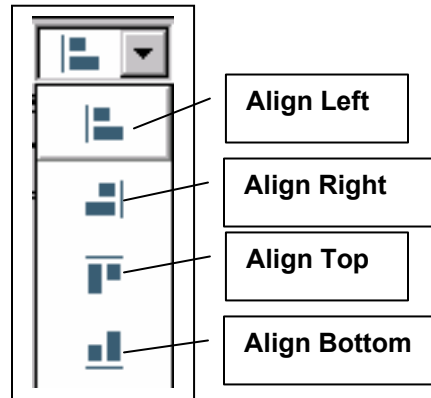
Align Left

Align Right

Align Top

Align Bottom

Or

1. Hold down the **Control** key (CTRL, Mac: CMD).
2. Select the existing Category box to which you wish the new box to align.
3. Select the new Category box.
4. Right click your mouse and select from the menu of alignment options.

| Sheet | Scenes | IE | Set |
| Page | pgs | | Synopsis |

Copy	Ctrl+C
Cut	Ctrl+X
Delete	Delete
Align Left	
Align Right	
Align Top	
Align Bottom	
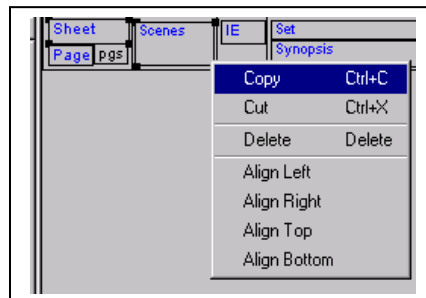
Section 3: Creating New Strip Elements
Although EP Scheduling provides default Strip Elements, the Strip Designer provides tools that enable you to create your own elements.

Tools
Use these tools to create new elements such as boxes, lines, or text boxes in your strip design:

Selection Arrow | **Text Box** | **Text Direction**

Justification

Strip Designer: Horizontal A

Box (Draw)

Vertical Line (Draw)

Horizontal Line (Draw)
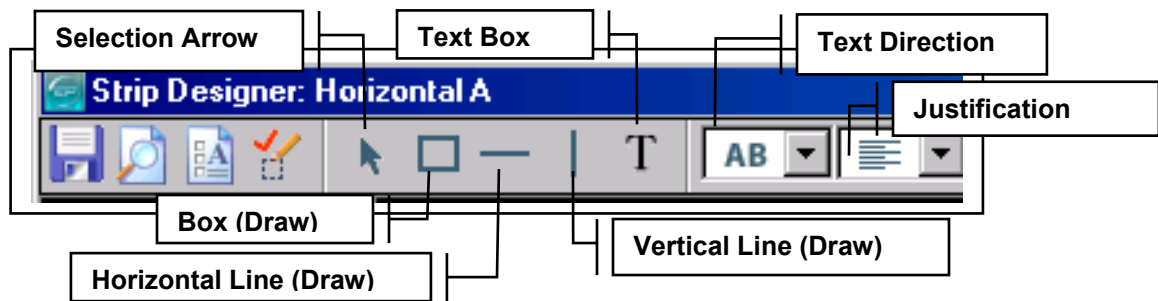
Creating New Design Elements

From the **Strip Designer**:

1. Click on a tool icon from the tool bar to select it.
2. Move your cursor to the area in the strip where you wish to create or draw the new element (box, line, text box).

    The **Selection Arrow** becomes a **Drawing Tool** (plus sign or cross) the moment the cursor is in the strip layout area.

3. Click and hold the mouse button while moving the cursor in the direction you wish the new property to be drawn.
4. Once you are satisfied with the new element, 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, you must use the **Selection Arrow** to select the element you wish to delete and then hit the delete button on your keyboard.

Creating a Text Box
The **Text Box** tool lets you easily create text and/or category boxes.

1. Click on the **Text Box** tool.
2. Move your cursor to the area in the strip where you wish to create or draw the new text box.

    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 you wish the text box to be drawn.
4. Once you are satisfied with the size and location of the text box, release the mouse.

    An **Edit** window will open.

5. Enter your new text.
6. Select attributes for the new text box from options located to the left of the Text field.
7. Click **OK** when you are finished.

Text Properties dialog box

- ☐ Wrap Text
- ☐ Draw Box
- ☐ Draw Line Above
- ☐ Draw Line Below

Please enter your text:

[OK] [Cancel]
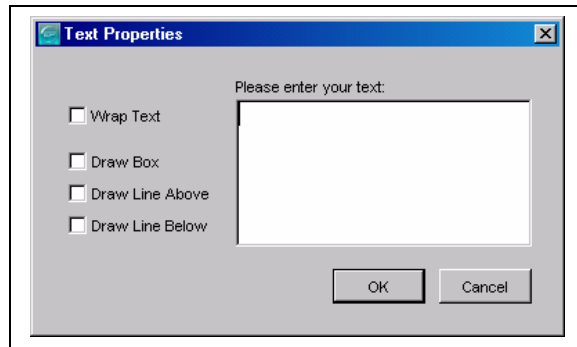
Resizing a Strip Element box
You must have the **Selection Arrow** tool activated in order to resize an element.

1. Select the element you wish to alter or reshape.

   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 your (left) mouse button.
3. Drag the peg until you are satisfied with the shape of the item you have drawn.
4. Release the mouse button.

Section 4: Strip Text Appearance
Your schedule's strip text is highly editable. You can edit very specific **Strip Category** text or **Banner/Day Break/Area** text.

Strip Category Text
Strip Category Text is the text that appears in specific category boxes within the strips. You'll find a dropdown list of fonts and font sizes on the Strip Designer tool bar. You'll also find the **Bold** and **Italicize** tools.

Changing Text Orientation
You can change the orientation of category box text by selecting a direction from the **Text Orientation** list of options, available on the **Strip Designer** tool bar.

Strip Designer: Horizontal A

1. Select the category field (box) for which you wish to change the text direction.
2. Select a text direction from the **Text Orientation** list of options.
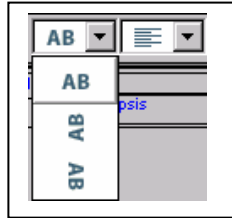
You will be able to immediately see the change of direction on the Strip Designer.

Justifying Text

From the **Strip Designer**:

1. Select the category field (box) for which you wish to change the text justification.
2. Select a text justification from the **Text Justification** list of options, available on the toolbar.
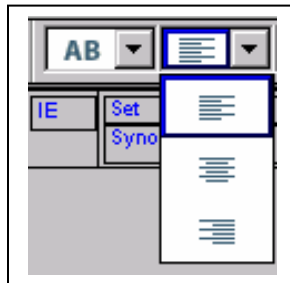
The selected category text will now be displayed with the new justification.

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

Strip Fonts

1. Select the category field (box) for which you wish to change the text font.
2. Select a new font style from the **Font** list of options, available on the toolbar.
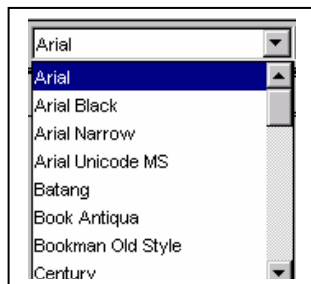
The selected field text will now be displayed in the new Font.

Changing Font Size

1. Select the category field (box) for which you wish to change the text font size.
2. Select a new font size from the **Font** list of options, available on the toolbar.
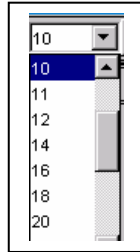
The selected field text will now be displayed in the new Font Size.

Bolding or Italicizing

1. Select the category field (box) for which you wish to bold or italicize the text.
2. Click on either the **Bold** or **Italicize** icon, available on the toolbar.

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

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.

Access Designer Settings

From **Strip Designer**:

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

The **Designer Settings** window will open

Designer Settings Options
Select the Strip Text you wish to adjust:

- **Banners**
- **Daybreaks**
- **Areas outside of the Strips (on printed Stripboards**).
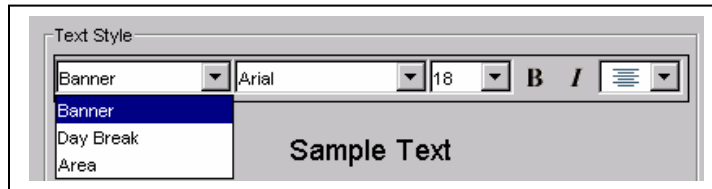
Font/Font Size/Justification

1. Click on the field to reveal a drop-down list of options.
2. Make your selection.
3. Click **OK**.

   The changes will be applied to your Schedule immediately.

Bold and Italicize

1. Click on the icon for the formatting option you wish applied to your Banner text.
2. Click **OK**.

   The changes will be applied to your Schedule immediately.

Section 5: 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.
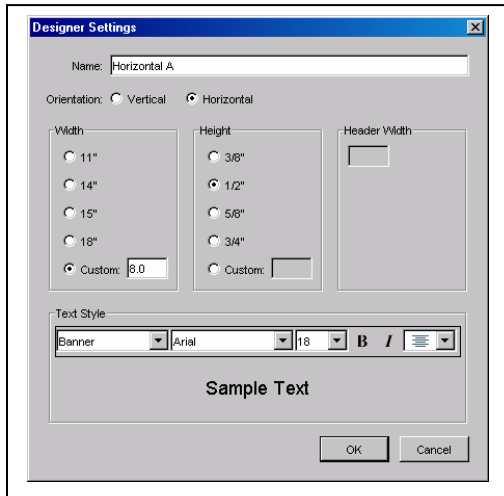
Designer Settings

The **Designer Settings** window will open.

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

   Two Methods:

   - Select from the sizes provided.
   - Select the custom option and enter your own sizes in the field provided.

4. Click **OK**.

Section 6: Strip and Strip Text Colors
EP Scheduling has default colors assigned to Int/Ext, but you can customize your own colors for your strips.

> **Standard/Default Colors:**
>
> White: Int/Day
> Yellow: Ext/Day
> Blue: Int/Night
> Green: Ext/Night
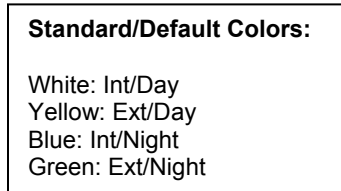
Strip Colors
Assigning colors to the strips allows you to readily discern whether a scene is interior or exterior, day or night.
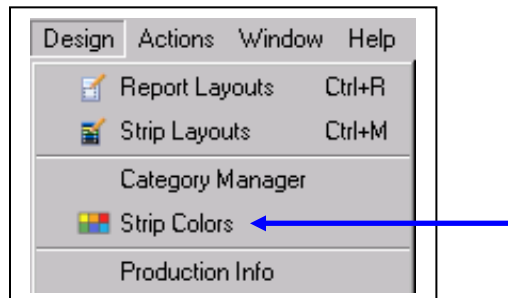
1. Go to **Design,** select **Strip Colors**.
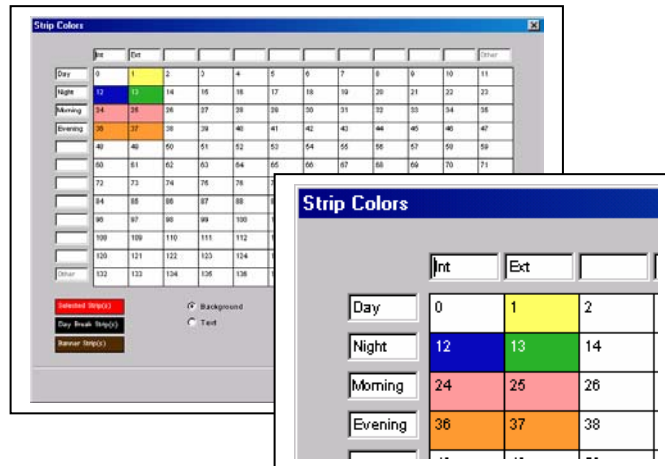
The **Strip Colors** window will open.

2. Select the field you wish to assign a color to by clicking on it.
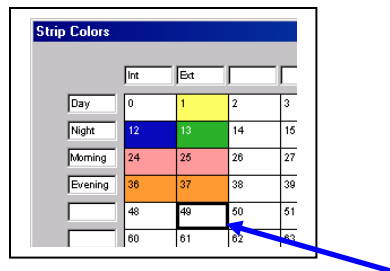
3. Select a color from the color palette.
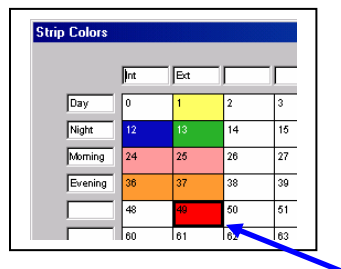
Note: Double-click on the color palette for additional color selections.

The selected strip will now display the assigned color in both the Strip Colors window and your Stripboard.
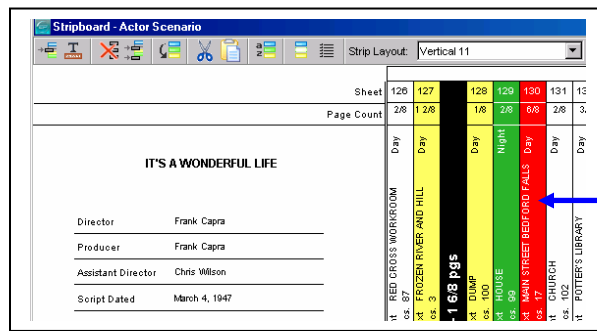
Selected Strip/Day Breaks/Banner Colors

From **Strip Colors** window:

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

   The changes will be reflected immediately on the Stripboard.

Note: The top edge of each Breakdown Sheet will be bordered by the strip color designated for that sheet. If the Breakdown Sheet is designated as **Night**, the top edge will display the color that is designated for Night in the Strip Colors window.
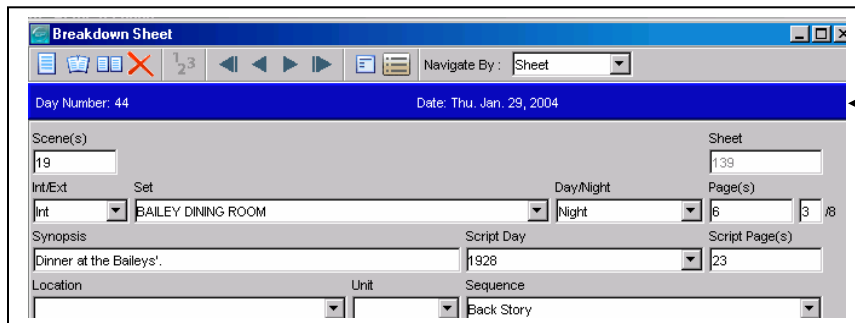
Strip Text Color
You can also assign colors to the text that appears in your strips, such as the scene numbers and time of day. You may wish to use this feature to assign contrasting colors to the strips and strip text, to make the text more visible.

From **Stripboard**:

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

   The **Strip Colors** window will open.

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

2. Select the **Text** option from the lower left area of the window.
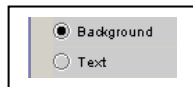
The **Text Color** editing window will be activated.

3. Click the box that corresponds to the strip to which you wish to assign text color.

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

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

Chapter 11: Scheduling Strips

When you initially access a Stripboard, all of the Strips are housed in the **Unscheduled** section of the board by default. Use your mouse to manually drag and drop each strip to the **Scheduled** area of the Stripboard, where you can begin adding Day Breaks and Banners.

Section 1: Tool Icons
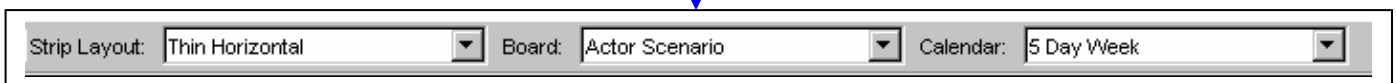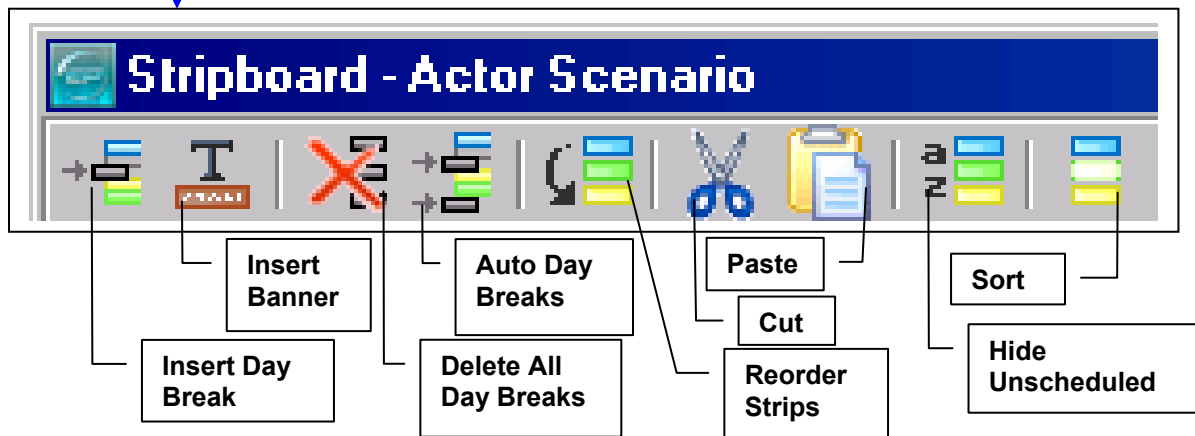
Strip Layout: Allows easy swapping between Strip Layouts.
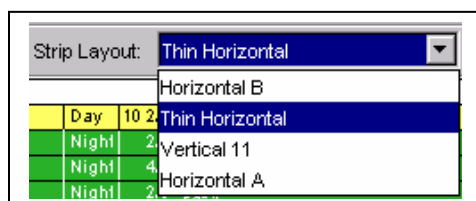
Board: Allows easy swapping between different Boards.
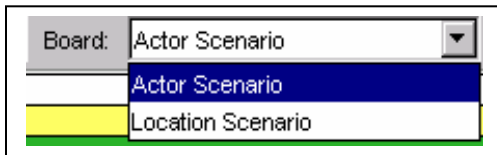
Calendar: Allows easy swapping between different Calendars.
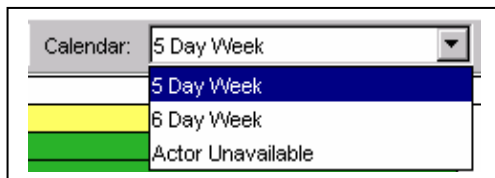
Section 2: Scheduling a Strip

All Strips are housed in the **Unscheduled** section of the Board until you schedule them. Schedule a Strip by manually dragging and dropping it into the **Scheduled** section of the Board with the mouse.

Note: If you cannot see the **Unscheduled** section of the board, try clicking the **Unhide Unscheduled** icon on the toolbar.
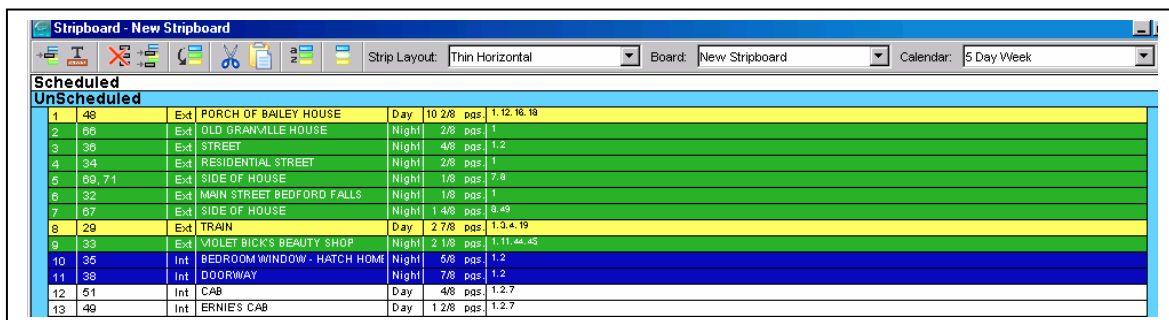
Two Methods:

1. Navigate to the **Unscheduled** area of the Stripboard.
2. Select the strip you wish to schedule.

   The selected strip will be highlighted in the color you assigned earlier. Red is the default highlight color.

3. Hold down the (left) mouse button to grab the strip.
4. Move the mouse to drag the strip to the **Scheduled** area of the board.
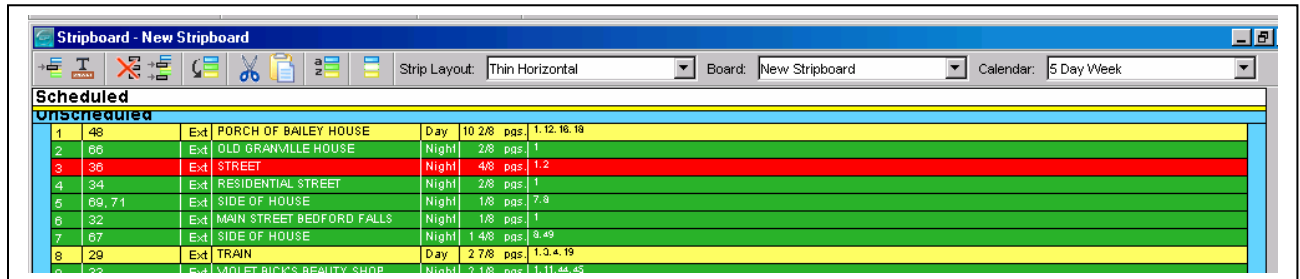
As you are dragging, the cursor will become an image of a hand holding a strip.

5. Release the mouse button.

The selected strip will appear in the area at which you released the mouse button. The selected strip will remain red until it is deselected or you have clicked off of the strip.

Or

1. Right click (CTRL-Click, Mac: CMD-Click) the select strip(s) and select **Move to Scheduled**.

The selected strip will move to the end of the scheduled area.
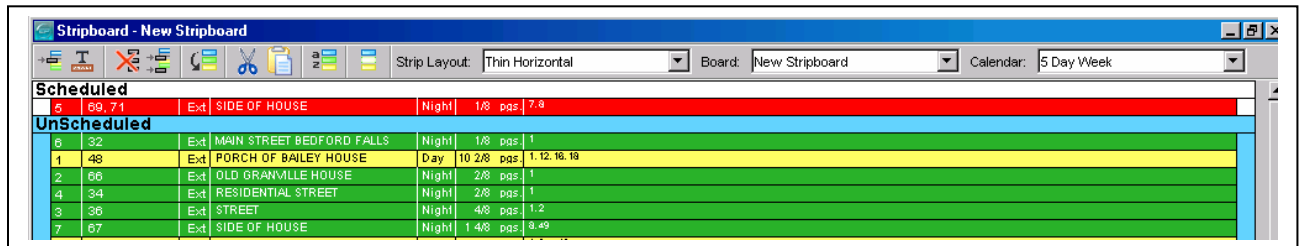
Section 3: Scheduling a Day Break
This is an essential step. You cannot generate a Day-Out-of-Days report without scheduled Day Breaks.

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 (CTRL-Click, Mac: CMD-Click) and select **Insert Day Break**.

The **Day Break** will be added to the **Stripboard** with the Day Break date inside of it.

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| 16 | 56, 58, 60, 62 | Int | GEORGE'S OFFICE | Day | 2/8 pgs. | 1.4 |

End of Day 1 -- Monday, December 1, 2003 -- 22 6/8 pgs

| 17 | 65 | Int | GEORGE'S OFFICE | Night | 3/8 pgs. | 1 |
| 18 | 68, 70 | Int | GRANVILLE HOUSE | Night | 4/8 pgs. | 1.2.7 |

Auto Day Breaks

Adding **Auto Day Breaks** is a quick way to schedule **Day Breaks** for the entire **Stripboard** schedule at one time. You will be prompted 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.
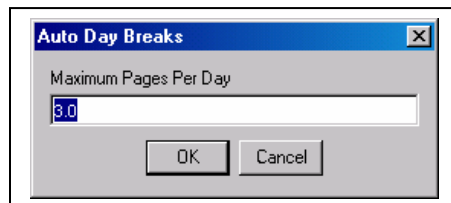
The **Auto Day Breaks Maximum Pages per Day** prompt will open.

2. Enter the maximum number of pages/strips you wish to schedule per Day Break.
3. Click **OK**.

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

To move **Day Breaks**, simply select and drag them as you would drag a regular strip.

Section 4: 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.

---

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 (CTRL-Click) and select **Insert Banner**.

3. An Edit box will open, asking you to enter text for the Banner to replace the default text.
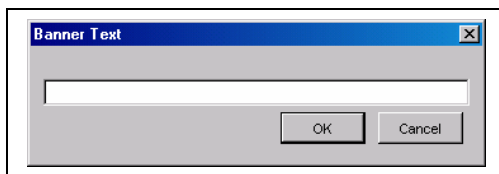
4. Click **OK** when you're done.
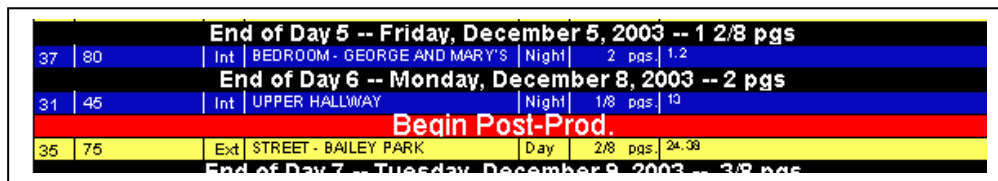
   The new Banner will now be added to the Stripboard.

Section 5: Deleting a Day Break or Banner
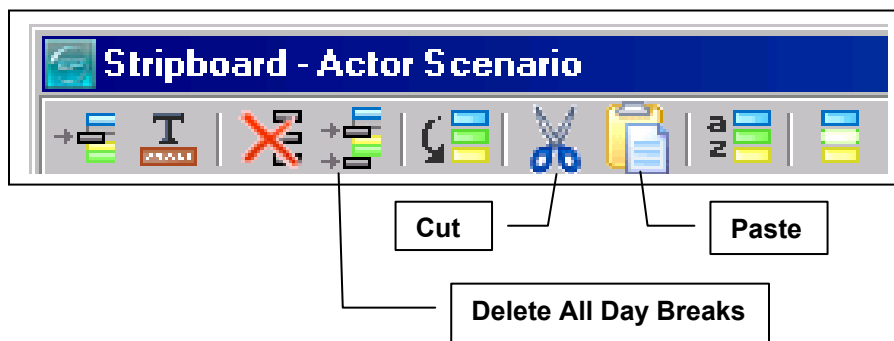
1. Select the **Day Break** or **Banner** you wish to delete.
2. Delete the selected **Day Break** or **Banner**.

   Two Methods:

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

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The selected **Banner/Day Break** will be deleted immediately.

Section 6: Deleting all Day Breaks

Two Methods:

- Click on the **Delete all Day Breaks** icon.
- Right click (Mac: CTRL-Click) and select **Delete**, then **All Daybreaks**.

All of the **Day Breaks** will be deleted.

Section 7: Cut
Cutting a strip will remove the strip and place it on the clipboard to be pasted elsewhere.

1. Select the strip you wish to cut.
2. **Cut** the strip.

Two Methods:

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

   Or

1. Right Click (CTRL-Click)
2. Select **Edit**, then **Cut**.

   Rescheduling a Cut strip
   Once the strip is in the Cut section, you can easily add it back into the schedule.

   Three Methods:

   Paste Icon
   1. Select the strip immediately before the desired location for the Cut strip.
   2. Click on the **Paste** icon (CTRL+V, Mac: CMD+V).

      The strip will automatically be inserted into your chosen spot.

   Or

   Paste
   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.

      The strip will automatically be inserted into your chosen spot.

   Or

   Click and Drag
   1. Select the strip you wish to reschedule.
   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.

Section 8: Reordering Strips
Reordering Strips allows you to place your strips in a new order without manually dragging each strip to its new location. Simply type the strip numbers in the order you want them to appear.

Note: You need to know the exact order you wish the strips to be in.
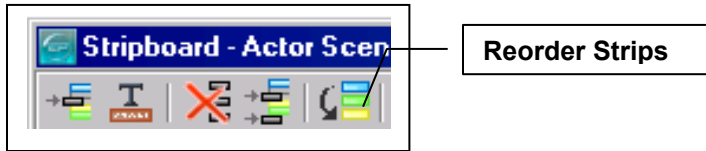
Reorder Strips

1. Click on the **Reorder Strips** icon.
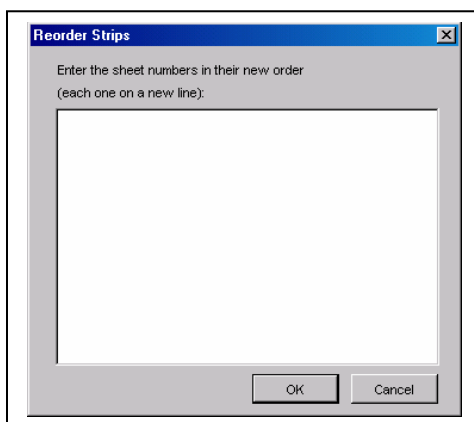
The **Reorder Strips** window will open.

2. Enter the new order that you wish the strips to appear in, one sheet number per line.

3. Click **OK**.

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

Section 9: Hide/Show Unscheduled/Header Board
Toggle between showing or hiding the **Unscheduled** section of the **Stripboard**. If you are in a **Vertical Strip Layout**, you may also toggle between showing or hiding the **Header Board**.

Simply click on the **Hide/Show Unscheduled** icon or the **Hide/Show Header Board** icon.

Hide/Show Header Board

Hide/Show Unscheduled

Section 10: Printing Strips
You may wish to print the strips.

1. Go to **File**, select **Print/View**.
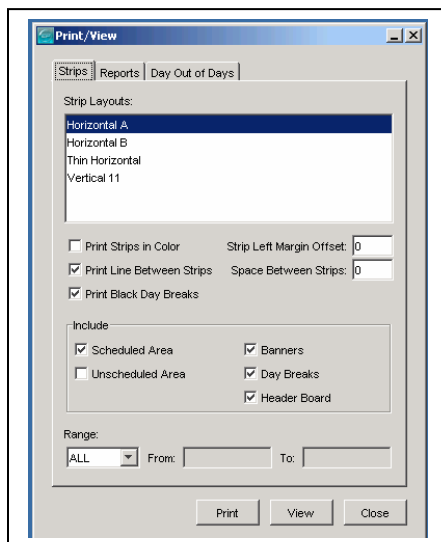
2. Click on the **Strips** tab.
3. Select the **Strip Layout** you wish to print.
4. Select the options you wish applied to the printed strips.
5. Choose to print all the strips or select a specific **Range**.

- **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

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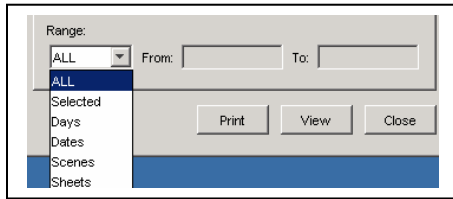
6. Click on **View** for a Print Preview, or click **Print** to print the strips immediately.

Note: **Page Setup** options for printing strips is located on the **Strip Designer** toolbar.

Chapter 12: Find Tool

EP Scheduling's **Find Tool** enables you to locate data that was entered into the Breakdown Sheet fields and display the results on the Breakdown sheet or Stripboard. Depending on the find parameters you set, different buttons will be activated for each find type.

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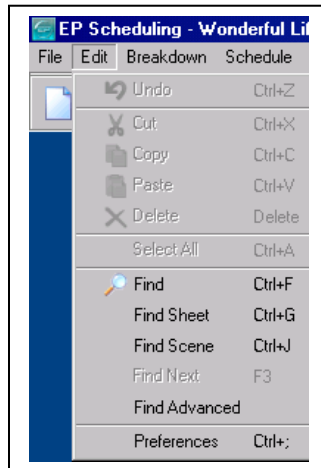
1. Go to **Edit**, select **Find** (CTRL+F, Mac: CMD+F).

    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**

Section 1: Find Window Navigation

The **Find** window is comprised of a series of drop-down menus and buttons that allow you to search easily.
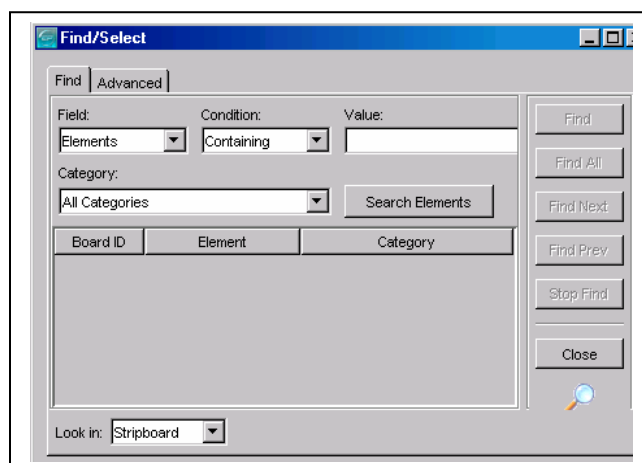
Field
The **Field** drop-down menu is comprised of the field labels that make up your schedule's
Breakdown Sheet, i.e. Elements, Sheet, Set, Scenes, Synopsis, etc.
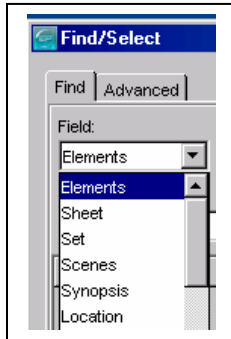
Condition
Specify parameters to narrow your **Find** results.
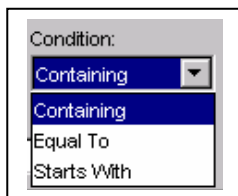
- **Equal To:** To find results that exactly match the **Value** entered.
- **Containing:** To find results that contain segments (either whole phrases, or single
  words) of the **Value** entered.
- **Starts With:** To find results that begin with the **Value** entered.

Value
Enter the data for which you are searching.

Category
This field is active only when conducting an **Element Find**. Select the specific category in
which you wish to search.
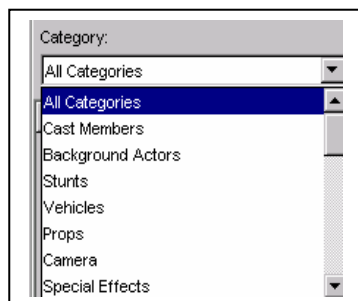
Search Elements
Only active when conducting an **Element Find**. Click to run a search within the **Elements List**. Click this button when you wish to locate a **Value** within a long list of elements.
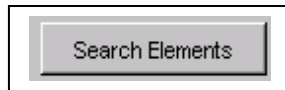
Look in
Specify whether you wish to run the search in the **Breakdown Sheets** or in the **Stripboard**. You will be brought to the **Breakdown Sheet** or **Stripboard** immediately.
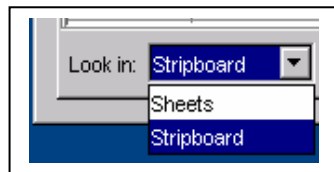
Find Buttons

- **Find:** Locates the first occurrence of the data you are looking for.
- **Find Next:** Locates the next occurrence of the data you are looking for.
- **Find All:** Locates all occurrences of the data you are looking for. (Not active for **Look in Sheets** option.)

Section 2: Using Find

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

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

   The **Find** results will display in the window.

Search Elements
For **Element** searches, you may wish to initially narrow the options 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 you wish 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.
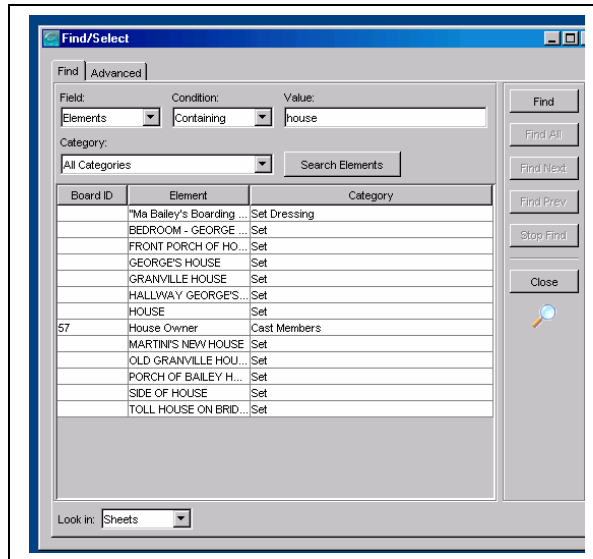
All listings that meet your search criteria will be listed immediately.

No Results
You will be notified by the **No Find Results** window if the search was not successful.
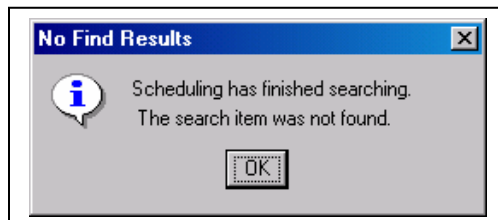
Section 3: Find All, Find Next, Find Prev
To find all instances of a **Value** click the **Find All** button. (Not available for **Look in Sheets** option.) To find the next or previous instance of a **Value**, click on the corresponding button.

Chapter 13: Advanced Find

You have the option to run a find with advanced search parameters. The Advanced Find is based on a logic equation, i.e. Find all of B and/or C if it is = / ≠ A. Or, you could read it as A = / ≠ to B and/or C.

Access Advanced Find

Two Methods:

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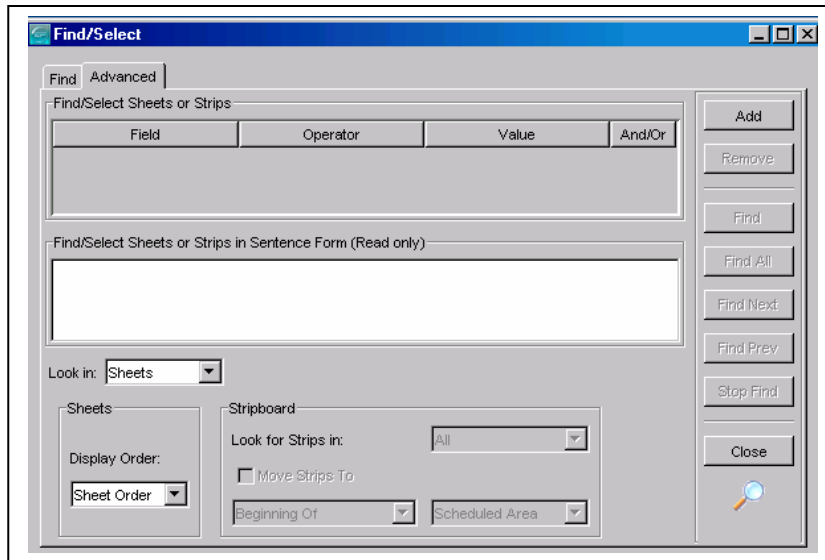
Section 1: Advanced Find Navigation

Find/Select Sheets or Strips
The following components are used for determining the search parameters of your Advanced Find.

Field:
The **Breakdown Sheet** field in which the data you wish to find is located, i.e. a sheet number would be in the Sheet field.
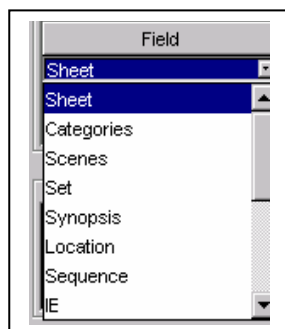
Operator:
The method in which the results relate to the **Value**. The Operator options vary with the selected Field Name.
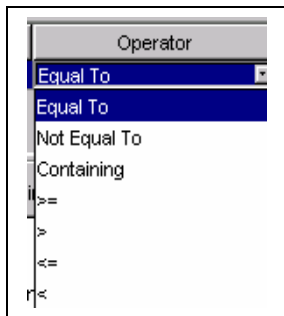
Value:
What you wish the results to be equal to or not equal to. The Value will feature a drop-down menu of options for certain Field Names, such as **Set**, **Location** and **Sequence**. The lists are populated by elements you have already created for the schedule.

And/Or:
The connecting operator to the next line of **Find** parameters.
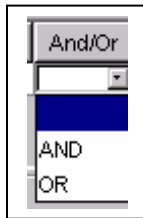
Add/Remove Buttons
Use these buttons to either **Add** or **Remove** a line of search parameters.

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 you have set in sentence form. This may be helpful in determining more complex searches.

Find/Select Sheets or Strips in Sentence Form (Read only)

FIND the strips on WHICH the
(Script Page Equal To ")

Look In
Same as the **Look in** option for regular **Find**. This specifies the location in which you wish the search 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 you wish the results to be displayed.

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

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 matches 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 2: Using Advanced Find

1. Click the **Add** button located at the upper right of the window.
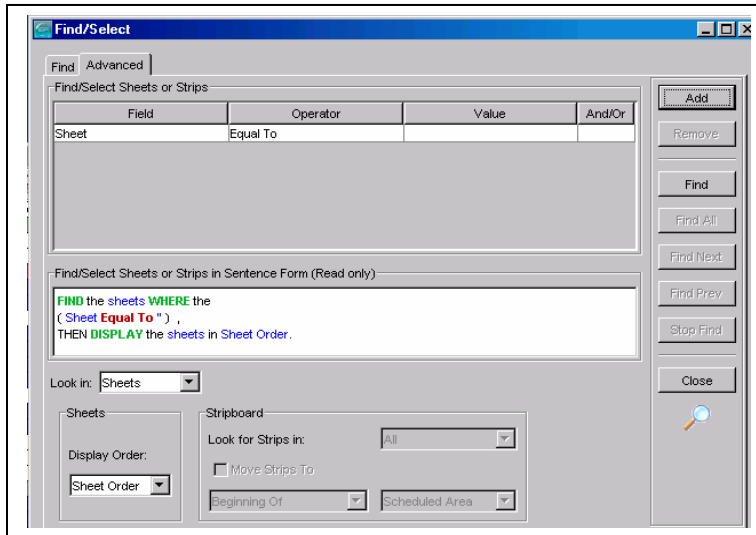
2. Click on the **Field** and select from the drop-down menu of options.
3. Click on the **Operator** field and select from the drop down menu of options.
4. Click on the **Value** field and enter or select from the drop down menu of options.

   A **Value** drop-down menu is only available 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**, **Find Next** or **Find All**.

   The **Find** results will appear in the format you specified.

   Additional Search Parameters
   You can add additional entries to the **Advanced Find** list with different search parameter.

And
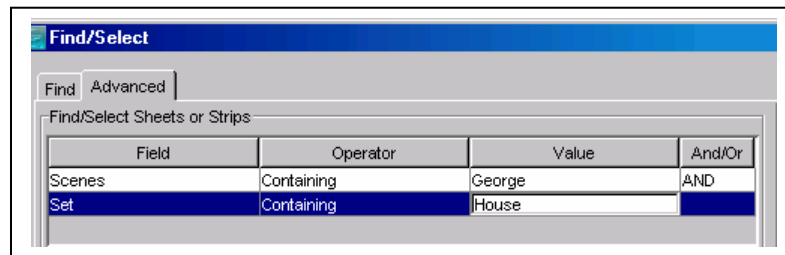
The Find tool will only find elements that meet both the first AND the additional entry parameters. This usually yields fewer results because the elements must meet both parameters at the same time.

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 list of the first Find entry.

Additional rows will be added to list of element parameters.

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

The results will display in the selected format.

Chapter 14: Reports

Once you have completed your production schedule, you can generate reports. You can begin generating reports from any stage of your scheduling process, and from any window in the program.

Section 1: Printing Reports

Access Print/View Reports

1. Go to **File**, select **Print/View** (CTRL+P, Mac: CMD+P).
2. Click on the **Reports** tab at the top of the window.
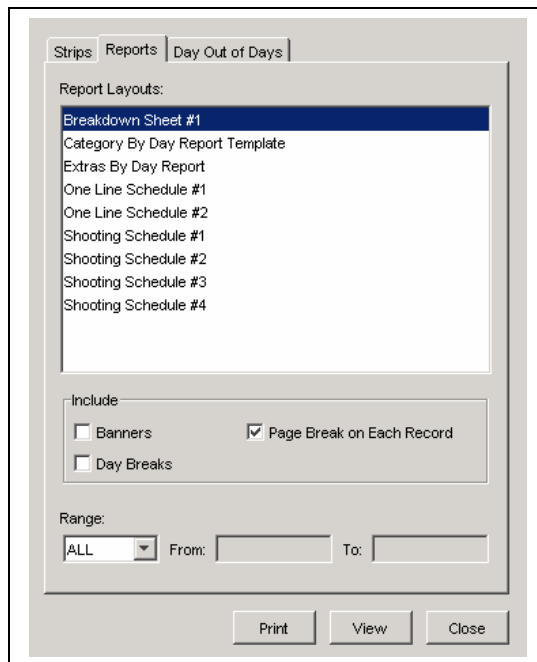
The **Reports Print/View** window will become active.

Note: The **Reports** tab will only be available if you have strips in the scheduled area.

Section 2: Generating Reports

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

View Reports
1. Select the report you wish to view.
2. Indicate whether you wish the report to **Include Banners**.

3. Indicate whether you wish the report to **Include Day Breaks**.
4. Indicate whether you wish there to be a **Page Break on Each Record** in the printed document.
5. Indicate whether you wish to view the entire report or select a specific **Range**.
6. Click on the **View** button.

The selected report **View** will open immediately.

Report View Navigation

1. Use the blue arrow buttons at the top of the window to scroll through the report pages.
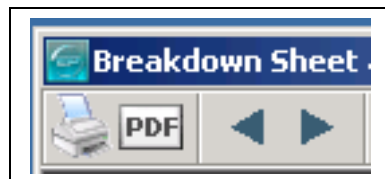
2. Click on the **Print** icon to print or Click on the **PDF** icon to create a PDF of the report. (Mac: the PDF option is available in the print dialog. Click **Print**, and then "Save as PDF")

Chapter 15: Report Design

You have the ability to change the design of your reports, including the layout and content. The same design tools are applicable for both **Strip Layout** and **Report Layout** design. Please refer to **Chapter 10: Strip Designer** for detailed information using the design tools.

Accessing Report Layout Manager

1. Go to **Design**, select **Report Layout** (CTRL+R, Mac: CMD+R).
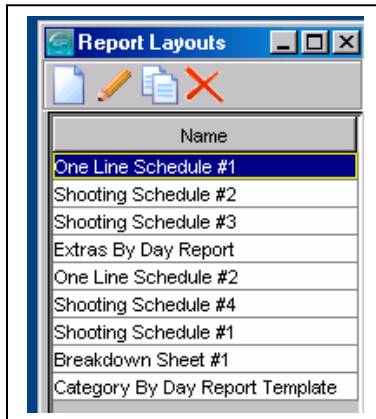
The **Report Layout Manager** will open.

Section 1: Report Designer

Accessing Report Designer

Two Methods:

From the **Report Layout Manager**:

1. Double-click on 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 be open.
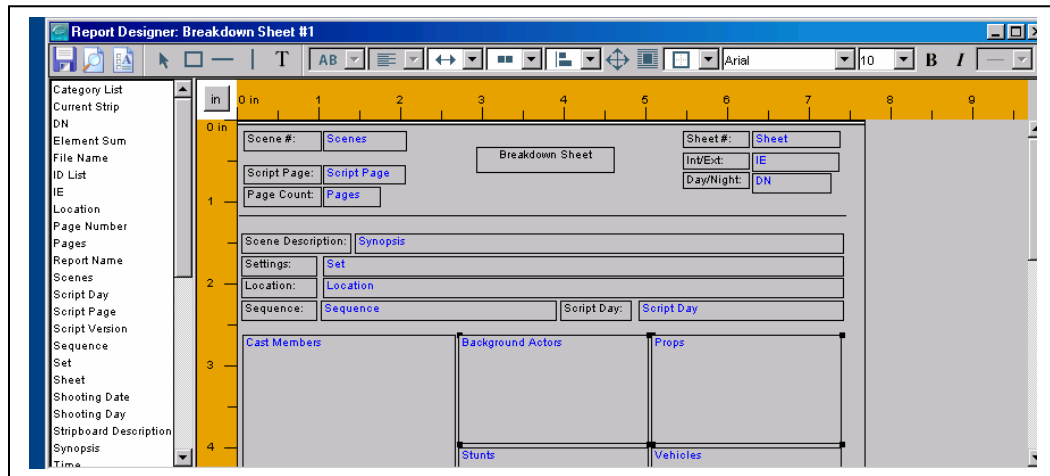
Report Designer Tools
With just two exceptions, the **Report Designer** and **Strip Designer** tools are exactly alike. The Report Designer toolbar does not include the **Designer Settings** icon, while the Strip Designer toolbar does not include the **Growable** icon. Please refer to **Chapter 10: Strip Designer** for detailed information on using the design tools.

Growable Text
Growable boxes expand downwards to accommodate all of the necessary data.

1. Select the box you wish to mark as **Growable Text**.
2. Click on the **Growable Text** icon, located on the toolbar.

    All of data/text inside of the text box that was previously hidden due to size limitations will now be visible. The box will continue to expand as needed.

Report Designer Toolbar

Strip Designer Toolbar
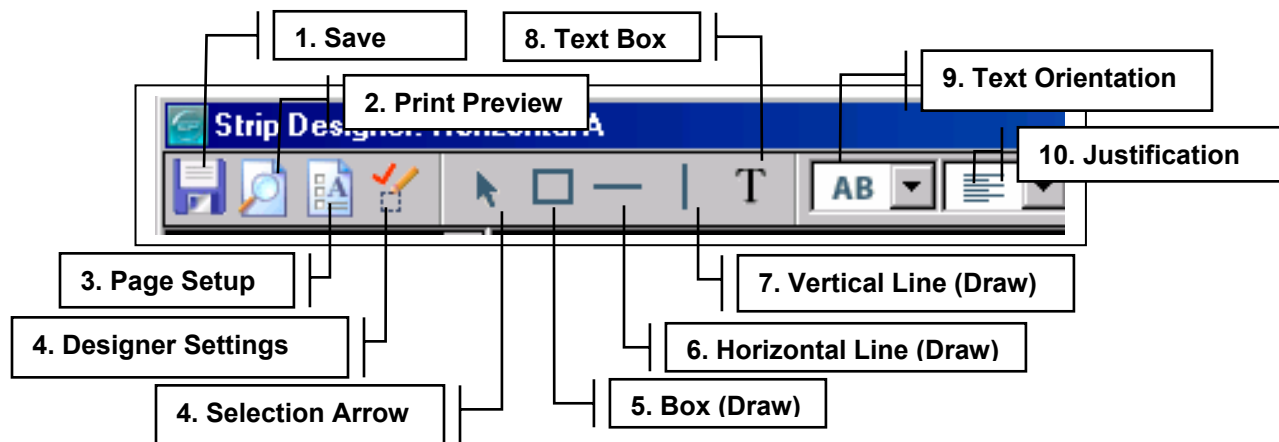
1. **Save:** Saves the most recent changes made to the Strip Design.
2. **Print Preview:** Displays the Strip exactly as it would look if printed.
3. **Designer Settings:** Accesses the Designer Settings window. (Not available in Report Designer.)
4. **Selection Arrow:** Allows you to select Strip elements.
5. **Box (Draw):** Creates (draws) a box.
6. **Horizontal Line (Draw):** Creates (draws) a Horizontal Line.
7. **Vertical Line (Draw):** Creates (draws) a Vertical Line.
8. **Text Box:** Creates box in which text can be typed.
9. **Text Orientation:** Orients all text displayed within the selected text box.
10. **Justification:** Justifies text to the left, center, or right of the box.

1. **Make Same:** Sizes the new box to be the same as the selected (current) box.
2. **Stack/Distribute:** Stacks/Distributes boxes horizontally or vertically, nearer to or further apart from the top left most box.
3. **Alignment:** Aligns the new box with the selected (current) box.
4. **Wrap Text:** Separates text into as many lines as can be accommodated in the box.
5. **Borders:** Places an underline, overline or box in a selected field. You must either **Print** or **Print Preview** to see the borders.
6. **Font:** Lists Font options for strip text.
7. **Font Size:** Lists Font size options for strip text.
8. **Bold:** Bolds selected text.
9. **Italicize:** Italicizes selected text.
10. **Line Width:** Designates width options for lines drawn.

Inch/Centimeter Toggle
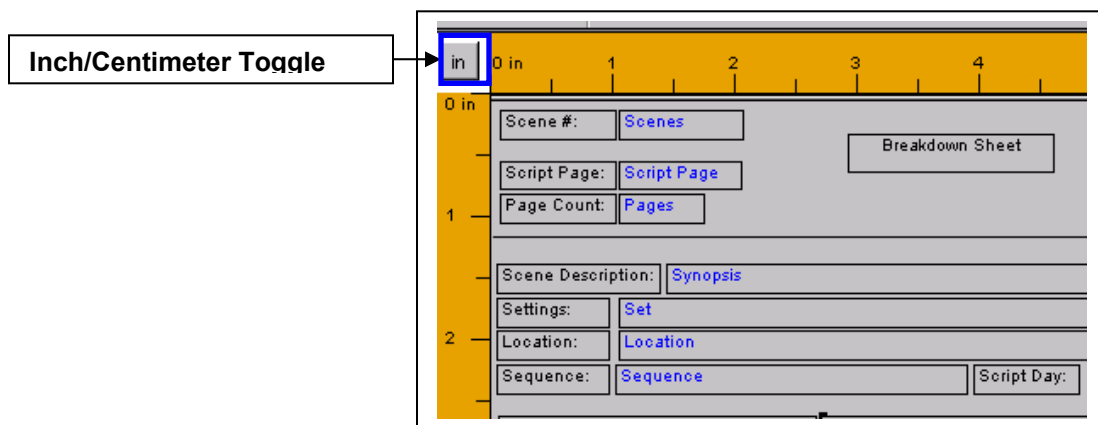
The sheet is bordered by rulers to assist with your design.

The boxes inside of the layout represent the categories shown in your report. The arrangement of the boxes visually represent your report layout, i.e. the box with the word *Scenes* is placed where the Scene number is placed on your report.

Category Box Properties Window

1. Double-click on a Category box.
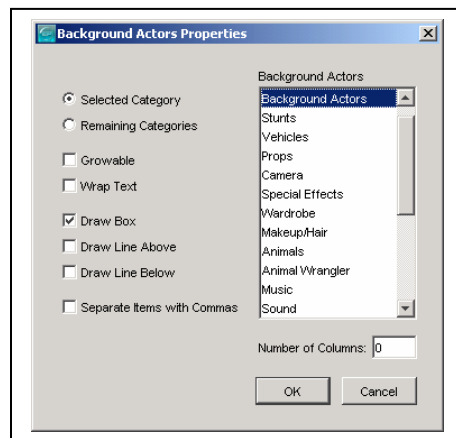
The **Properties** window for that Category box will open.

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 your strip:

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Selecting and Using Tools

1. Click on a tool icon to select it.
2. Move the cursor to the location in the report where you wish to create or draw the new element (box, line, text box).

   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, while moving the cursor in the direction you wish the new components to be drawn.
4. Once you are satisfied with the new element, release the mouse.
5. If you created a text box, an Edit window will open where you can enter your new text.
6. Click **OK** when you are finished.

   The new element will appear on the report layout with small black pegs (squares) at each corner. These black squares allow you to resize the element, i.e. make a line longer or a box bigger.

Resizing Boxes

1. Click on the arrow tool icon.
2. Select the element you wish to alter or reshape.

   As you use the arrow tool to select the element, small black pegs appear at each corner of the line or square. The pegs appear automatically if you just drew the element.

3. Grab one of the pegs by clicking and holding down your (left) mouse button.
4. Move the cursor until you are satisfied with the shape of the element.
5. Release the mouse button.

   The element will now be in its newly sized shape.

Changing Report Categories
You may keep the layout of the report while changing what each box represents.

1. Double-click on a category box.

   This will open the **Properties** window. The **Properties** window is populated with default categories.

2. Select the category you want that box to represent.
3. Click **OK**.

The new category will replace the original category.

Adding New Category Boxes
Add new category boxes to your report design by selecting from the side list of categories.

1. Click and hold on the category you want to add.

This will highlight the category.

2. Drag the cursor to the location on the report in which you wish the new category to appear.
3. Release the mouse button.

The new category box will appear in the place you let go of your mouse.

Aligning Category Boxes
Newly added category boxes will not automatically align to the categories already on your report. Shift category boxes into place with the **Alignment** tool. You must have more than one box selected for the Alignment option to be active.

From **Strip Designer**:

Two Methods:

1. Select the box you wish to align the new box to.
2. Select the new box.
3. Make a selection from the **Alignment** dropdown list, located on the toolbar.

    Or

1. Hold down the **Control** key (CTRL, Mac: CMD).
2. Select the existing Category box to which you wish the new box to align.
3. Select the new Category box.
4. Right click your mouse and select from the menu of alignment options.
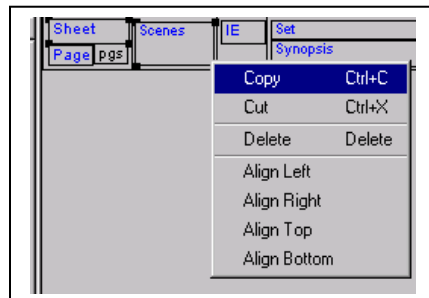
There are also **Make Same**, **Stack**, and **Distribute** drop down menus, as in the **Strip Designer**.

Aligning a Newly Added box

From a Report Design:

1. Add a new Category box by selecting from the side list of categories.
2. Select the existing box and then the new one by 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 a **Category** box from the **Report Design**.
2. Hold down the **Control** (CTRL; CMD) key on your keyboard.
3. Select a second **Category** 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 you wish to change.
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 10: Strip Designer** for detailed information.

Font
1. Select the **Category box** for which you wish to change the **Font**.
2. Select a **Font** from the drop-down list of options located on the toolbar.

Font Size

1. Select the **Category box** for which you wish to change the **Font Size**.
2. Select a **Font Size** from the drop-down list of options located on the toolbar.

Bolding or Italicizing

1. Select a category text field (box).
2. Click on either the **Bold** or **Italicize** icon.

Changing Text Direction
Change the direction of the text in each category box.

1. Select a **Category box**.
2. Select a **Text Direction** from the drop down menu, located on the toolbar.

Justify Text
EP Scheduling allows you to format the text within each category box.

1. Select a **Category 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 a Category box.
2. Click on the **Wrap Text** icon, located on the toolbar.

Property window method
1. Double-click on a Category box to access its **Property** window.
2. Check the **Wrap Text** option.
3. Click **OK**.

Outside Border
You can place an underline, overline or box in a selected field. The border selections will not be apparent in Report Designer. You must either **Print** or **Print Preview** to see the borders.

1. Select the field you wish to apply a border to.
2. Click on the **Outside Border** icon to reveal a drop-down list of options.
3. Select the option you wish to apply to the selected field.
4. **Print** or **Print Preview** to view the border selection.

Chapter 16: 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.
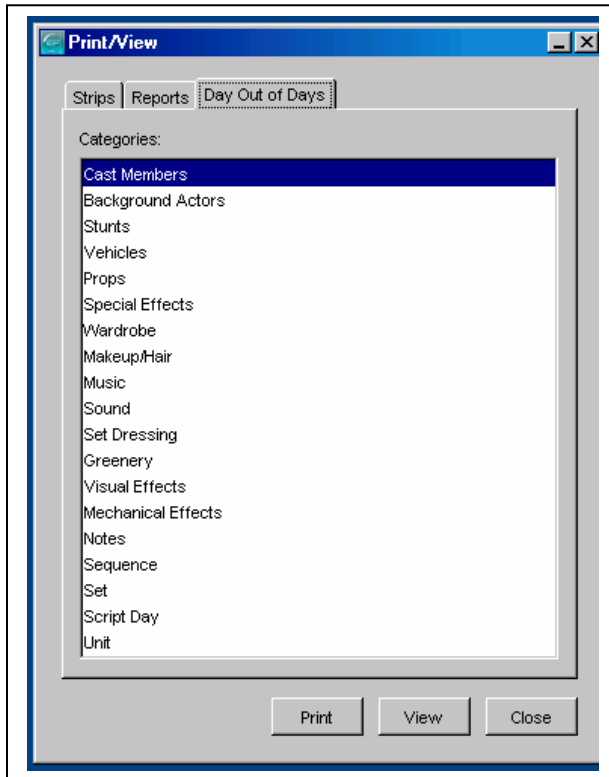
The **Day Out of Days** window will open.

3. Select the category for which you wish to generate a **Day Out of Days** report.
4. Click on **View**.

Note: If no Day Breaks are set or there are no strips in the scheduled area, a Day Out of Days report will not be available.

Month/Day	02/09	02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20
Day of Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Shooting Day	1	2	3	4	5				6	7	8	9
1. George	SW	W	W	W	W			/	W	W	W	W
2. Mary	SW		W	W	W			/	W	W	W	W
3. Harry		SW		W				/				
4. Uncle Billy		SW		W	W			/	W		W	
5. Mr. Potter								/				
6. Mr. Gower								/				
7. Ernie	SW			W	W			/		W		
8. Bert	SW							/				
9. Joe								/				
10. Clarence								/				
11. Violet			SW	W				/				
12. Ma Bailey	SW			W				/				
13. Mrs. Hatch					SW			/	W			W
14. Mr. Martini								/				SW
15. Cousin Tilly				SW				/			W	
16. Annie	SW							/				
17. Peter Bailey				SW				/				
18. Cousin Eustace	SW			W				/			W	
19. Ruth		SW		W				/				
20. Pete Bailey								/				
21. Goon								/				
22. Carter								/				
23. Marty								/				

The **Day Out of Days Report** for the category selected will display immediately. Use the right or left navigation arrows 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. Click the **Print** icon to print the report or click the **PDF** icon to create a PDF file of the report. (Mac: The PDF option is available in the print dialog. Click **Print**, and then "Save as PDF")

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.

Day Out of Days Totals Column Definitions:
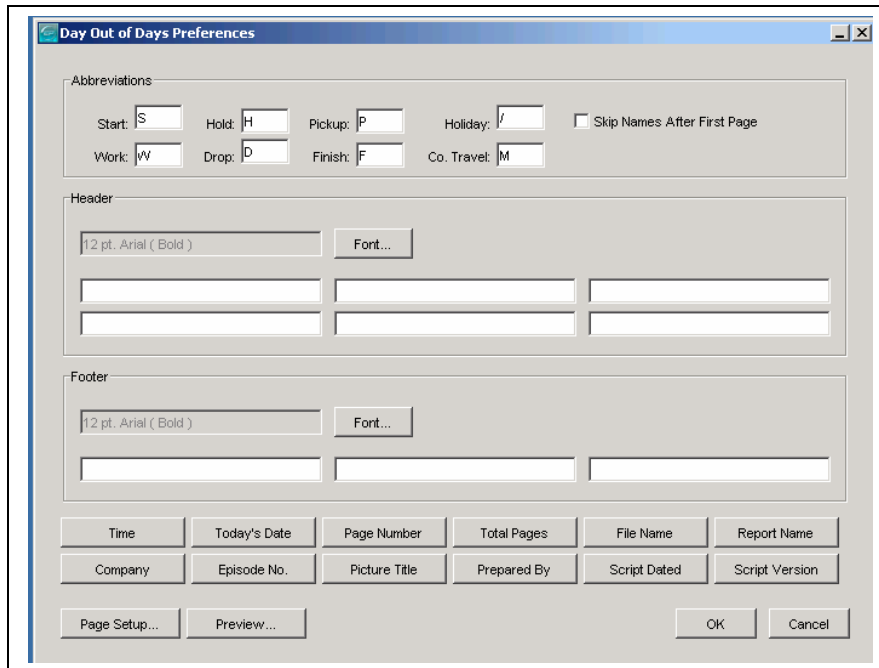
Column Label:	Information displayed:
Co. Travel	The Company Travel Days total for the element.
Work	The Work Days total for the element.
Hold	The Hold Days total for the element.
Holiday	The Holidays total between the elements' Start and Finish days.
Start	The element's scheduled start date.
Finish	The element's scheduled finish date.
TOTAL	The sum of the Work, Hold and Company Travel totals for the element.

Day Out of Days Preferences
You can edit the **Abbreviations** that are used in your **Day Out of Days** report, as well as set the preferences to skip the names after the first page, and determine what information will be displayed in the **Headers** and **Footers** of the report.

To access the **Day Out of Days Preferences** window:

1. 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.

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 if you would not like the element names to repeat on every page.
4. Enter the information you would like to appear in the report **Header** and **Footer**. Do this by placing your cursor in one of the Header/Footer fields and clicking on the buttons below or by typing in your own 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.

Note: You can place more than one type of information in each box by clicking additional buttons. The information you select 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.

5. 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 resprectively.

6. Click **Preview** to view the report before printing.

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Day Out of Days Report for Cast Members

Month/Day	02/09	02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20
Day of Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Shooting Day	1	2	3	4	5				6	7	8	9
1. George	SW	W	W	W	W			/	W	W	W	W
2. Mary	SW		W	W	W			/	W	W	W	W
3. Harry		SW		W				/				
4. Uncle Billy		SW		W	W			/		W		W

7. Click **OK** to save your preferences.

Page Setup
You have the option 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.

Page Setup

Paper
Size: Letter 8 ½ x 11 in
Source: Tray 1

Orientation
◉ Portrait
◯ Landscape

Margins (inches)
Left: 0.5   Right: 0.5
Top: 0.5   Bottom: 0.5

[OK] [Cancel] [Printer...]

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.
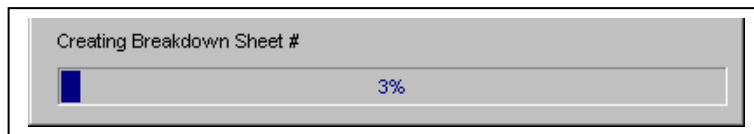
Chapter 17: Importing Files

EPS allows users to import data from Script Export (.sex) files.

To import a **Script Export** file:

1. Open the schedule you wish to import the .sex files into, or open a new schedule from a template.
2. Go to File, select Import.
3. Select the .sex file you wish to import into EP Scheduling.
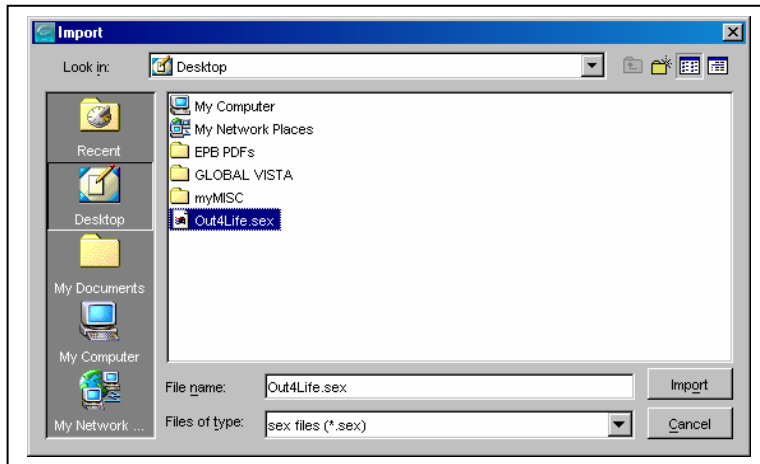
4. Click **Import**.

5. All of the Categories, set descriptions and elements from that .sex file will be integrated into the active schedule.

Chapter 18: Opening Movie Magic Files

EP Scheduling allows you to open your old Movie Magic files directly in the program, as you would any regular EP Scheduling file.

To open a **Movie Magic Scheduling** File:

1. Go to **File**, select **Open Schedule** (CTRL+O, Mac: CMD+O).
2. The Schedule File window will open.
3. Select the Movie Magic Files (.mms) you wish to open.
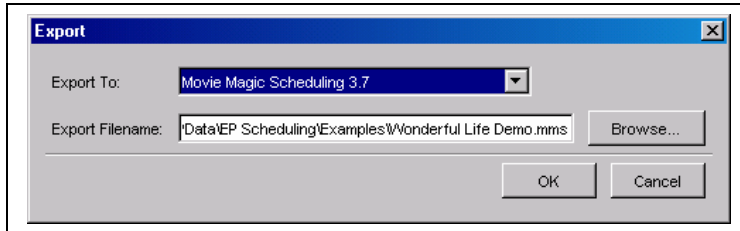4. Click **Open**.

A Copy of the selected Movie Magic Scheduling file will be converted into EP Scheduling, with a the default name: **Untitled**. The original Movie Magic Scheduling file will remain intact. Conduct a **Save As** to change the name of the new EP Scheduling file and to save any changes you have made in the new schedule.
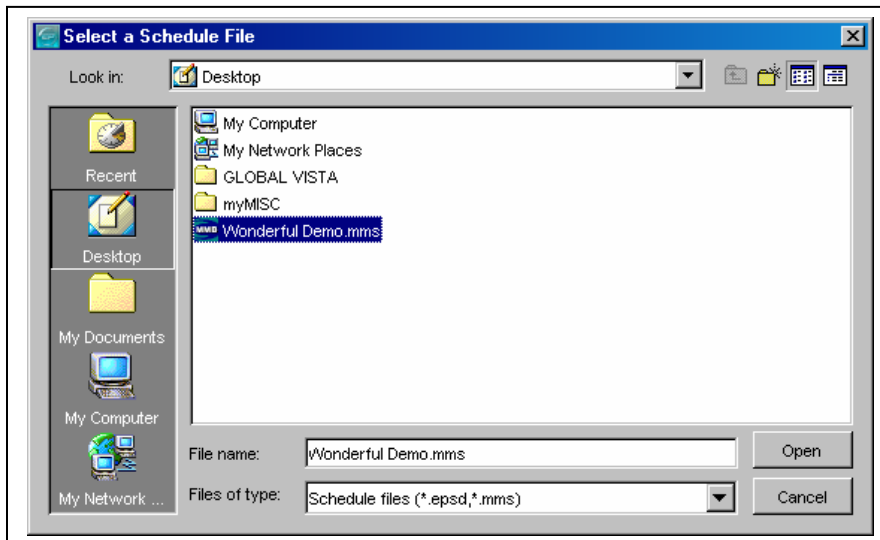
Chapter 19: Exporting to Movie Magic Scheduling 3.7

Create an export of your EP Scheduling file to share with Movie Magic 3.7 users.

1. Go to **File**, select **Export**.

The **Export** window will open.

2. Select 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 alternative location for the file.
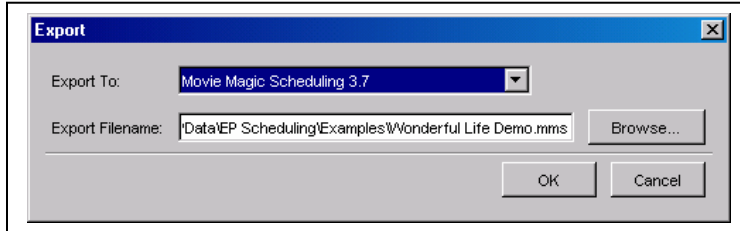
4. Click **OK**.

The file will be exported and will accessible by Movie Magic Scheduling 3.7 users.

Note: Due to advancements in EP Scheduling 4.0, not all information from your EP Scheduling file will be exported to Movie Magic Scheduling (i.e. only one calendar can be supported by MMS).

Chapter 20: Exporting to Reel Logix (R) Production Calendar

You can create a file that can be imported into Production Calendar to save time on adding elements to your calendar.

1. Go to **File**, select **Export**.

2. The **Export** window will open.

3. Select Movie Magic Scheduling 3.7 for the Export To field.
   Click on **Browse** to locate an alternative location for the file.

4. Click **OK**.

Consult the Reel Logix Production Calendar documentation for instructions on importing the scheduling file.

Glossary

Allow Multiple Day Breaks
Allows reports to show work spanning multiple days. This is applicable for situations such 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, i.e. start of principal photography, end of photography, any holidays or travel days when shooting cannot occur, and regular off-days (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. They 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 refers exclusively to the complete removal of a component (breakdown sheet, element, etc.) from a schedule. See also Remove.

Design
Design objects 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, 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 that an element that 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.

Element Linking
Element Linking allows you to link an element 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.

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, the minimum number of days allowed for an element between a drop day and a pick up day.

Multiple Day Breaks
More than one Day Break that is inserted after a set of strips reflects multiple shoot days.

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 system 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 Schedule refers to the entire grouping of boards, sheets, strips, reports, and calendars that can be stored in a single EP 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 day on which filming occurs or can occur, i.e. 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.)

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
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 day designated on a Calendar on which work can be scheduled. (Not all work days on a Calendar will actually be scheduled.)

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