User Manual

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Movie Magic Scheduling 5 Manual

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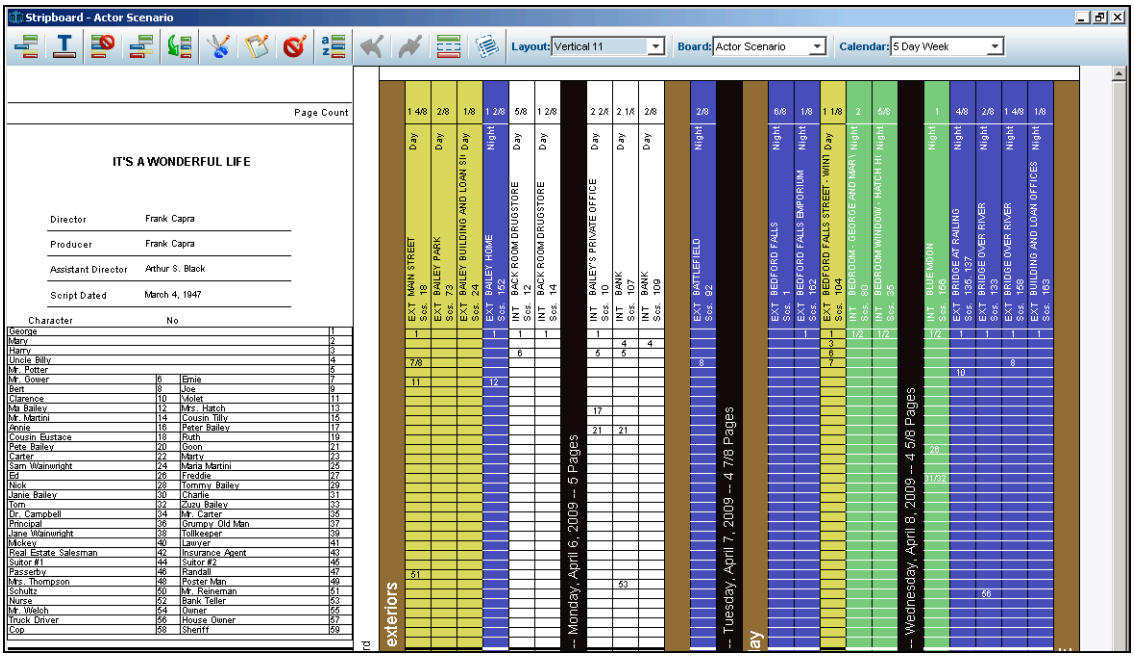
Introduction

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



Chapter 1: Getting Started

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

Section 1: Navigation

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

Movie Magic Scheduling 5 Menus

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

Main Toolbar
(Windows only)

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

Breakdown Sheet Toolbar

Adds a new Breakdown Sheet

Combines the Elements of two Breakdown Sheets into one

Creates a new Breakdown Sheet with all the properties of the active Breakdown Sheet

Permanently removes the active sheet

Reorders Breakdown Sheets to reflect the same order in which corresponding strips appear on the Stripboard or reorders Breakdown Sheets according to Sheet # order

Navigates to the first Breakdown Sheet of the schedule

Scrolls to the previous Breakdown Sheet

Scrolls to the next Breakdown Sheet

Navigates to the last Breakdown Sheet in schedule

Toggles visibility of Categories that contain no Elements on the active Breakdown Sheet

Opens Element Quick Entry window

Opens Element Linking window

Opens Red Flag Entry Window

Selects the method in which Breakdown Sheets will appear from the drop-down menu list of options

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

Stripboard Toolbar

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

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

Inserts a Day Break after the selected strip on the Stripboard

Inserts a Banner after the selected strip on the Stripboard

Deletes all scheduled Day Breaks on the Stripboard at once

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

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

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

Pastes the most recently cut strip onto the Stripboard after the selected strip

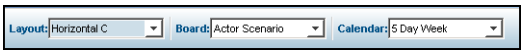
Allows the sorting of strips according to criteria such as sheet, set, pages, and location

Undo reverses the last action

Redo implements a previously undone action

Opens the Boneyard window

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



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

Element Manager Toolbar

Creates a new Element

Opens the selected Element Info window for editing

Creates duplicate of selected Element

Deletes selected Element(s)

Reassigns Stripboard ID numbers to Elements according to current list order

Combines two distinct Elements into one Element; only available when two or more Elements are selected

Allows for easy movement of Elements between Categories

Opens Element Linking window

Opens Red Flag Entry window

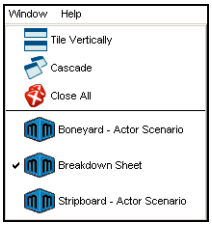
Sort By : Board ID Reveals a drop-down menu of Element sorting options

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

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

Window Navigation

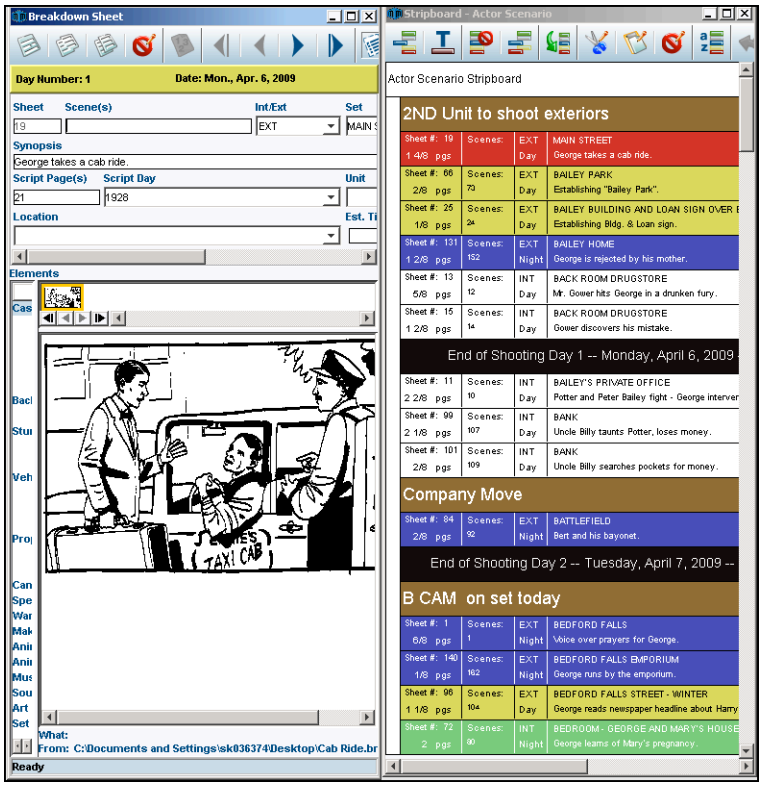
Windows can be arranged automatically on a scheduling desktop by selecting either Tile Vertically or Cascade from the Window menu. The Window menu also offers quick access to all open windows on a scheduling desktop.



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

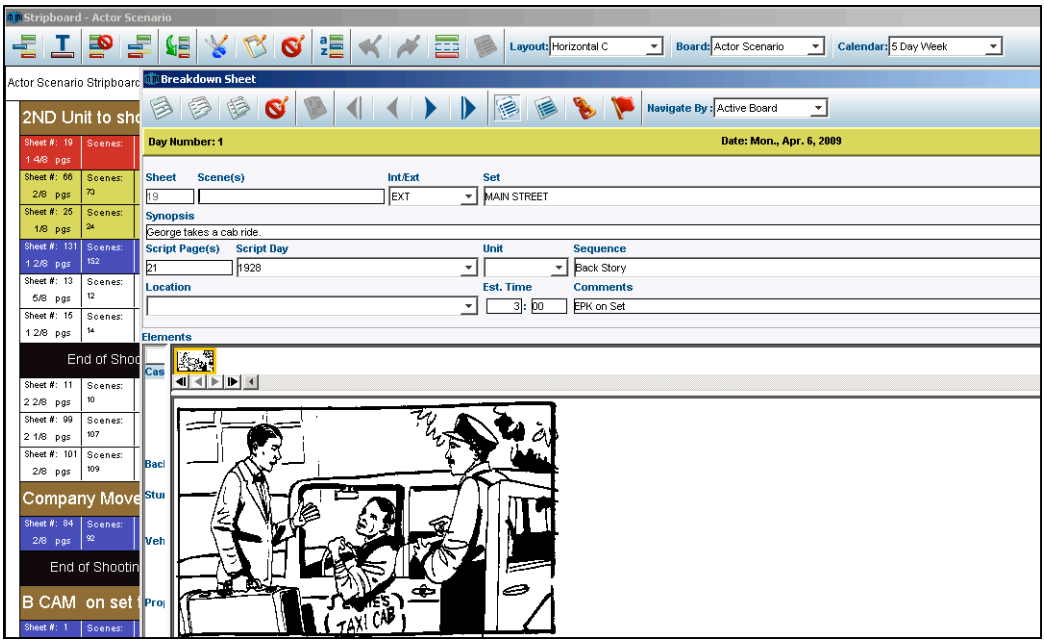
Tile Vertically

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



Cascade

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



Quick Window Access

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

Section 2: Selecting and Highlighting

Right-Click (Mac: Command+ click)

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

Single-Click/Double-Click

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

Selecting Strips

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

Selecting Elements/Category Boxes in Design Layout

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

Section 3: Shortcut Keys

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

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

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

Breakdown Sheet Window

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

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

Element Manager Window

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

Stripboard Window

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

Unscheduled	COMMAND + 6
Previous Strip Design	CTRL + 7 / COMMAND + 7
Next Strip Design	CTRL + 8 / COMMAND + 8
Previous Stripboard	CTRL + 9 / COMMAND + 9
Next Stripboard	CTRL + 0 / COMMAND + 0
Previous Calendar	CTRL + 2 / COMMAND + 2
Next Calendar	CTRL + 3 / COMMAND + 3

Calendar Manager Window

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

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

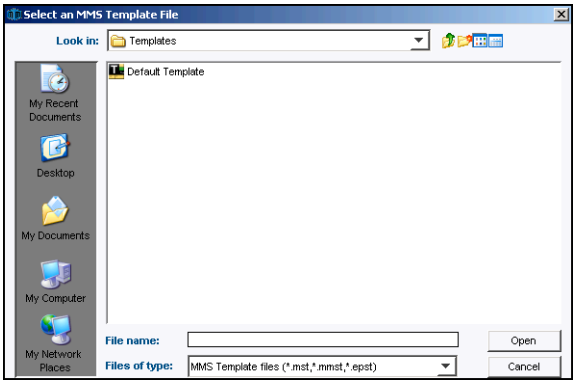
Section 4: Starting a New Schedule

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

Creating a New Schedule from a Template

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

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



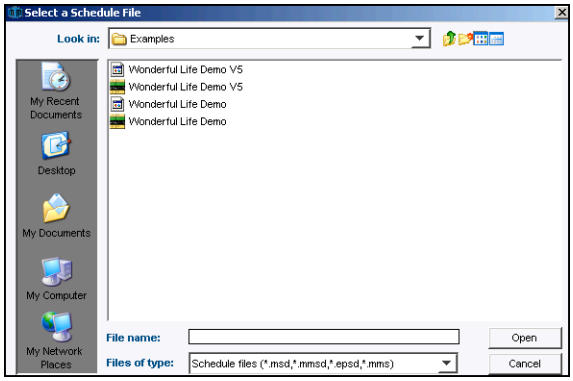
2. Select a schedule **Template**.
3. Click **Open**.

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

Opening a Pre-Existing Schedule

To open a schedule that has already been created:

1. Go to **File** and select **Open Schedule**.

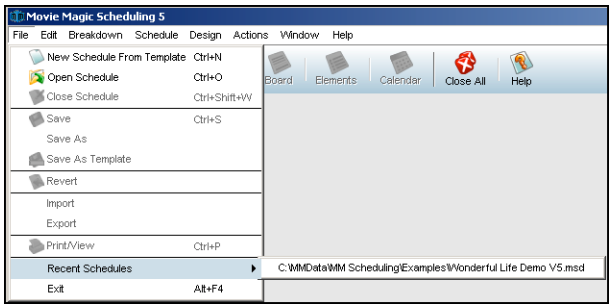


2. Select the needed schedule.
3. Click **Open**.

Opening a Recent Schedule

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

1. Go to **File** and select **Recent Schedules**.

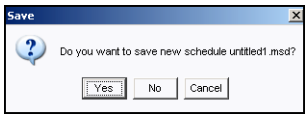


A list of up to the last four schedules will appear.

2. Select the schedule needed.

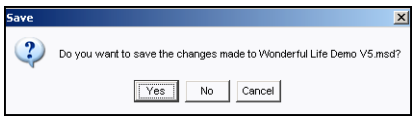
The schedule will open immediately.

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



Closing a Schedule

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



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

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

Section 5: Saving

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

Save

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

Save As

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

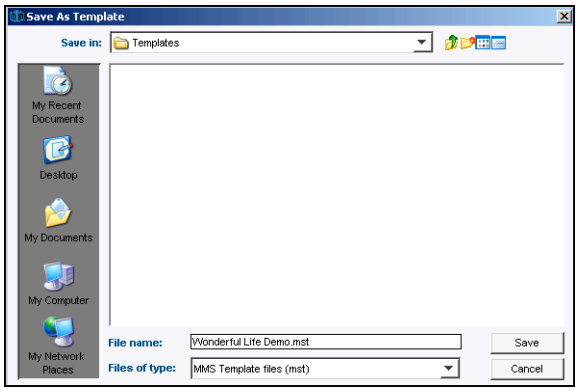
1. Go to **File** and select **Save As**.

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

Saving as a Template

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

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



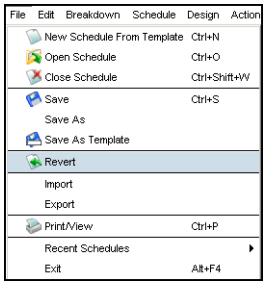
NOTE: The schedule used to create the new template at this point will still be active. Remember to save and close this schedule to begin a new schedule from the template.

The new template is available immediately for use.

Revert

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

1. Go to **File** and select **Revert**.



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

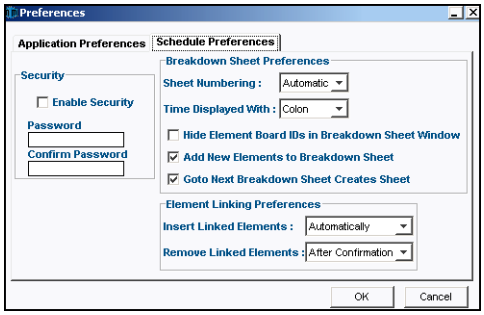
Chapter 2: Schedule Setup

Section 1: Application Preferences

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

Access Application Preferences

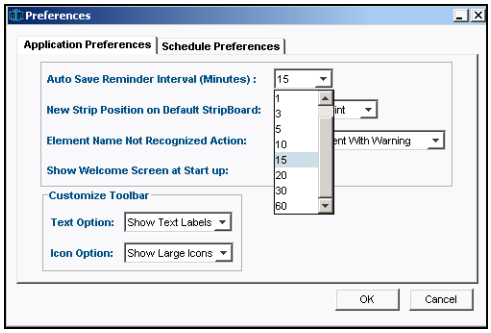
1. Go to **Edit** and select **Preferences**. On a Mac it is located under the MM Scheduling menu item (CTRL+; / Mac: COMMAND + ;).
2. Click on the **Application Preferences** tab.



Auto Save Reminder Interval

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

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

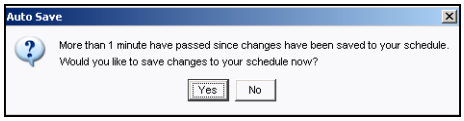


2. Select a time interval.

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

3. Click **OK**.

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



Deactivating AutoSave

The Auto Save feature can be disabled.

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

   The Auto Save feature will be disabled immediately.

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

New Stripboard Defaults

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

New Strip Position

These options determine the placement of newly created strips. Select from the drop-down menu of strip placement options:

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

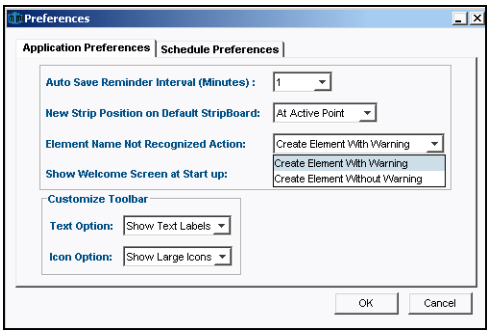
NOTE: If the highlighted strip is in the Boneyard, the newly created strips will appear in the Boneyard after that highlighted strip.

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

- **End of Boneyard**: Newly created strips are automatically placed at the end of the Boneyard.

Element Name Not Recognized Action

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



Section 2: Setting Schedule Preferences

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

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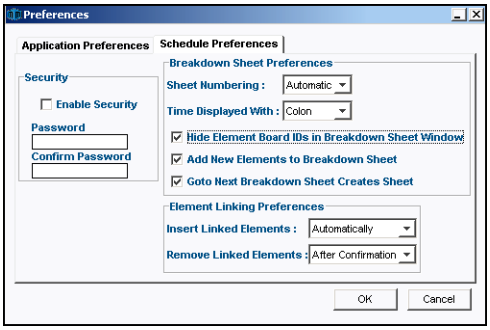
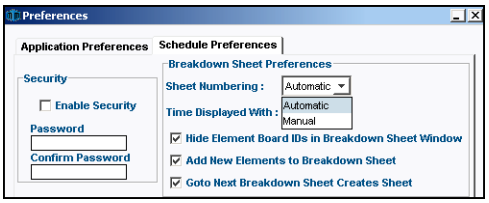


Sheet Numbering Mode

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

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



2. Click OK.

Display Time

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

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

2. Click **OK**.

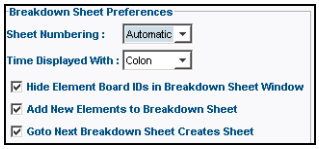
Security

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

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

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

Breakdown Sheet Preferences



Hide Element Board IDs in Breakdown Sheet Window

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

Add New Elements to Breakdown Sheet

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

Goto Next Breakdown Sheet Creates Sheet

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

Section 3: Element-Linking Preferences

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

Insert Linked Elements

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

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

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

Removed Linked Elements

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

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

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

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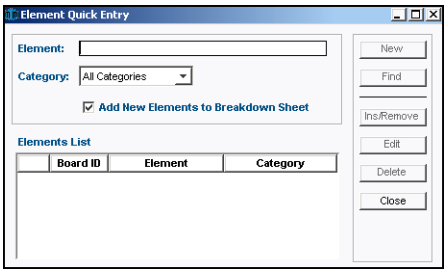
Chapter 3: Element Quick Entry

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

Section 1: Opening Quick Entry

Two Methods:

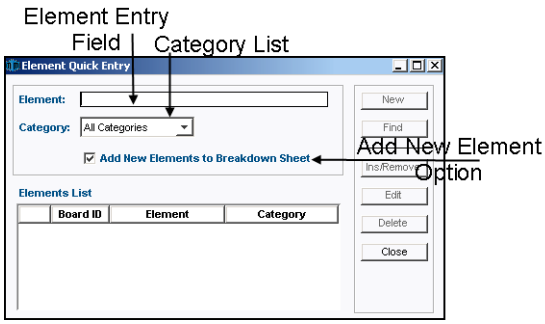
- Go to **Breakdown** and select **Element Quick Entry** (CTRL + E / Mac: COMMAND + E).
- Click on the **Element Quick Entry** icon (Windows only).



The Element Quick Entry window will immediately open.

The Element Quick Entry window comprises:

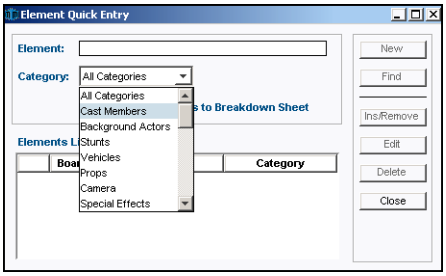
- Element Entry Field and Category List
- Elements List
- Action Buttons



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

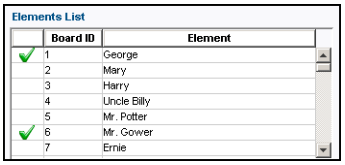
Indicate the Category an Element is to be part of by selecting from the **Category** list drop-down menu of options.

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



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

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



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

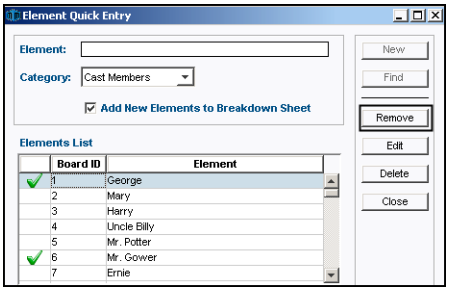
The **Action Buttons** provide an alternate method to performing Element Quick Entry functions, such as creating, finding, or deleting an Element.

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

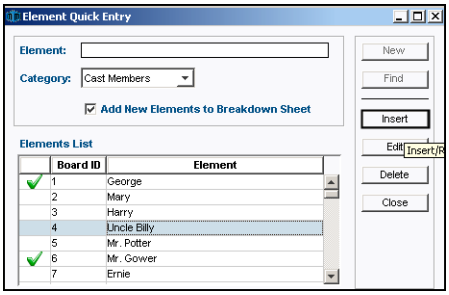
Insert/Remove Button

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

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

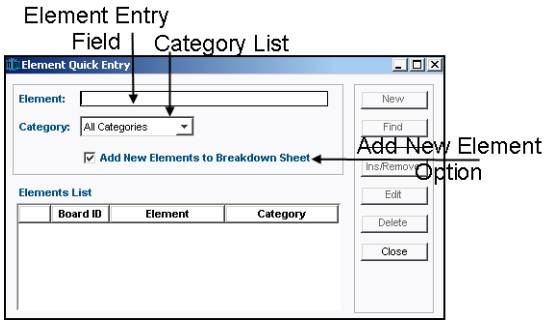


Selecting an unchecked Element will activate the **Insert** Button, allowing Elements to be inserted into the current Breakdown Sheet.



Section 2: Creating New Elements with Element Quick Entry

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



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

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

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

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

Insert New Elements to Breakdown Sheet

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

Default to Insert

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

Insert Individually

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

Two Methods:

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

Or

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

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

Insert Existing Elements to a Breakdown Sheet

Three Methods:

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

Or

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

Or

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

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

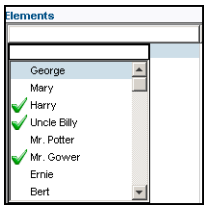
Keystroke users in Movie Magic Scheduling 5 have the option of adding new and existing Elements to a Breakdown Sheet without leaving the keyboard.

Directly Insert a New Element into a Breakdown Sheet

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

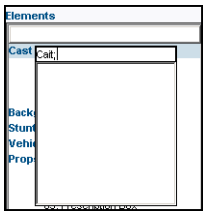
The selected Category will be highlighted and outlined.

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

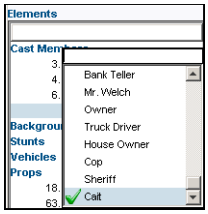


A blank row will be inserted directly underneath the Category name.

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



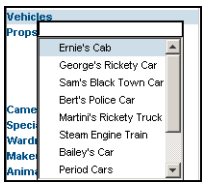
6. Hit the **Enter** key.



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

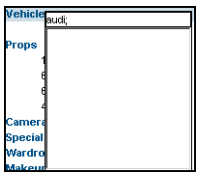
Insert a New Element in a Specific Position

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

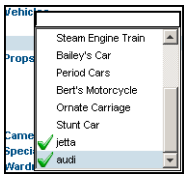


A blank row will be inserted.

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



6. Hit the **Enter** key.



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

Directly Insert an Existing Element into a Breakdown Sheet

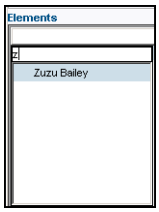
1. Select the Category using the **Tab** key.

The selected Category will be highlighted and outlined.

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

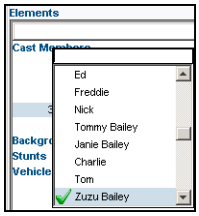
A blank row will be inserted directly underneath the Category name.

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



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

4. Hit the Enter key.



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

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

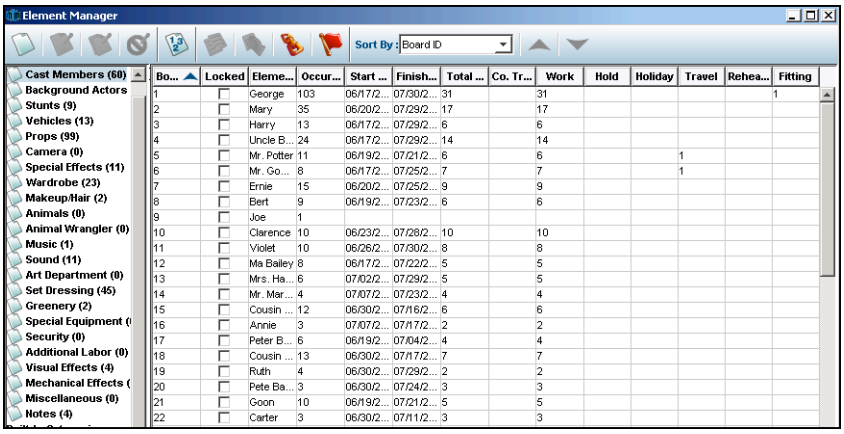
NOTE: After directly inserting an Element, a blank row will still exist as so that an additional Element can be inserted. Repeat the process to add other Elements as desired. Once finished, click on the **Esc** key to remove the blank row.

Chapter 4: Element Manager

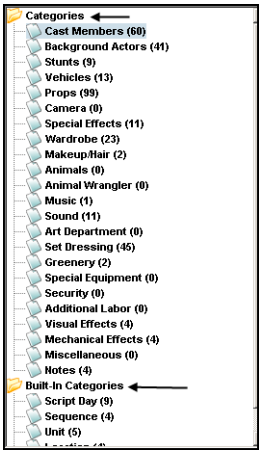
The Element Manager offers a convenient method to view, edit and manage the Elements in a production schedule. Each Element is listed with its Board ID, Name, and Number of Occurrences in the schedule.

Section 1: Access the Element Manager

1. Go to **Breakdown** and select **Element Manager**.



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



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

The Element Manager window contains the following sections:

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

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

Section 2: Edit Element Window

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

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

Access Edit Element Window

Four methods:

From Breakdown Sheet:

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

From Element Manager:

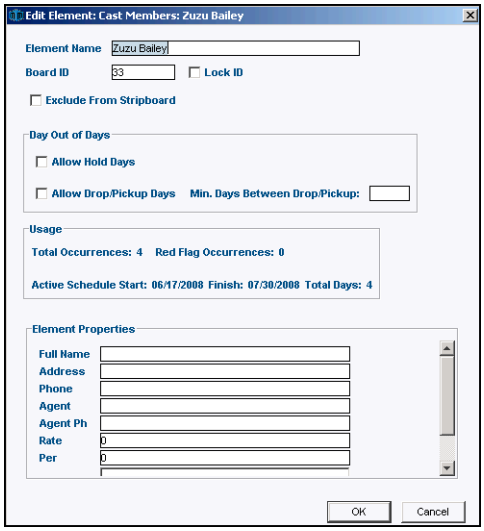
- Double-click on the **Element** listing.

Or

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

From Element Quick Entry:

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



The Edit Element window will open.

The window contains the following sections:

Element Identification

- **Element Name**: The Element's Name field is the only field that must be present in all Element information windows.

- **Board ID**: Used to identify, locate, and place Elements on lists, the Board ID is usually a number assigned in order of appearance in the schedule. It is not a requirement that Board ID be a number.

- **Lock ID**: Select this option to allow Elements to retain the assigned Board IDs in the event of a Board ID renumber.

- **Exclude from Stripboard**: Select this option to exclude an Element from appearing on a vertical Stripboard ID table.

Day Out of Days

- **Allow Hold Days**: An Element's Allow Day Out of Days Hold Days indicates whether Hold Days should be indicated on the Day Out of Days report for that Element.

- **Allow Drop/Pickup Days**: An Element's Allow Day Out of Days Drop/Pickup Days indicates whether Drop/Pickup Day pairs should be indicated on the Day Out of Days report for the Element.

- **Minimum Days Allowed Between Drop/Pickup**: An Element's Day Out of Days Minimum Days Allowed Between Drop/Pickup specifies the minimum number of days that should be allowed between Element Drop and Pickup days.

Usage

- **Total Occurrences**: Total Occurrences Indicates the total number of Breakdown Sheets on which the Element is referenced within the schedule. The number includes references from any Breakdown Sheet in the schedule, regardless of whether or not the Breakdown Sheet is scheduled on any Stripboard.

- **Red Flag Occurrences**: Indicates the total number of Red Flag Occurrences attached to the particular Element.

- **Active Schedule Start**: Indicates the first/earliest date that a Breakdown Sheet referencing the Element is scheduled on the active Stripboard. If no Breakdown Sheets reference the Element, this field is inactive.

- **Active Schedule Finish**: Indicates the last/latest date that a Breakdown Sheet referencing the Element is scheduled on the active Stripboard; if no breakdown sheets reference the Element, this field is inactive.

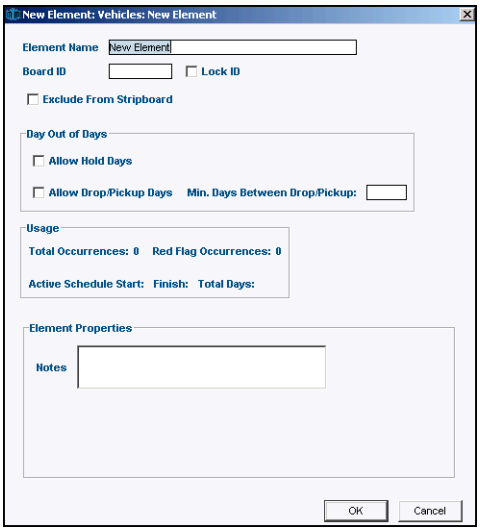
- **Total Days**: Indicates the total number of Scheduled Days on the active Stripboard with Breakdown Sheets that reference this Element; if no Breakdown Sheets reference the Element, this field is inactive.

Element Properties

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

Section 3: Creating New Elements from Element Manager

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



A New Element window will open.

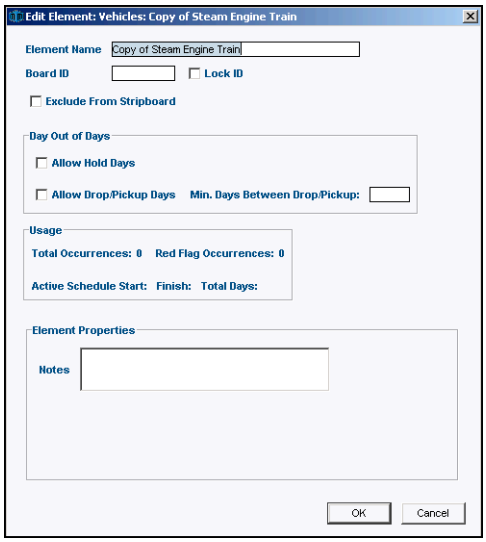
3. Type the name of the new Element in the **Element Name** field.
4. Enter a Board ID (Cast ID) number. If a Board ID is not entered, the new Element will appear at the end of the current list of Elements within the selected Category.
5. Complete the rest of the fields (optional).
6. Click **OK**.

The New Element will be added immediately to the list.

Duplicating Elements

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

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

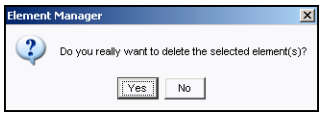


3. Click **OK**. The **Element Duplicate** will be added immediately to the Element list.

Deleting Elements

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

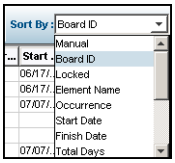
A Delete Element confirmation message will be displayed.



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

Section 4: Sorting in Element Manager

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



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

- Manual
- Board ID
- Locked

- Element Name
- Occurrence
- Start Date
- Finish Date
- Total Days
- Company Travel
- Work
- Hold
- Holiday
- Travel
- Rehearsal
- Fitting

3. Select an option to sort the Element list.

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

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

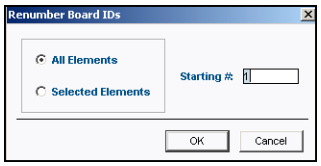
Manual Sort

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

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

Renumbering Elements

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



   The Renumber Board IDs window will open.

2. Select a Renumber preference:

   - Select **All Elements** to renumber the entire Element list.

- Select **Selected Elements** to renumber specific Elements.

3. Enter the **Starting Number** the newly renumbered list will begin with.

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

4. Click **OK**.

   The Element list will be renumbered immediately.

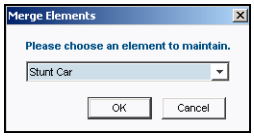
Merging Elements

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

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

2. Click on the **Merge Elements** icon.

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



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

Section 5: Moving in Element Manager

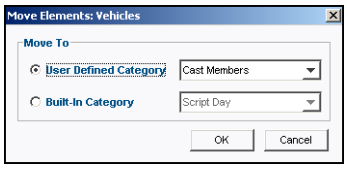
Moving Elements

1. Select the Elements to be moved.

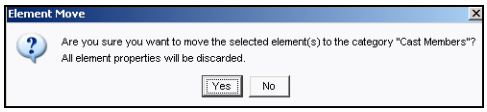
NOTE: To select multiple Elements, hold down the **CTRL** key (Mac: COMMAND) while selecting Elements with the cursor.

2. Click on the **Move Elements** icon.

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



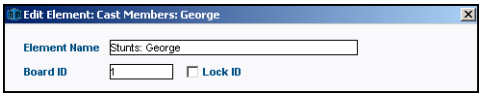
3. Select the Category where the Element is to be moved by clicking the drop-down menu arrow.
4. Click **OK**.



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 applied automatically to the Element after it has been moved. All current Element properties will be discarded.

Moving Elements in the Edit Element Window

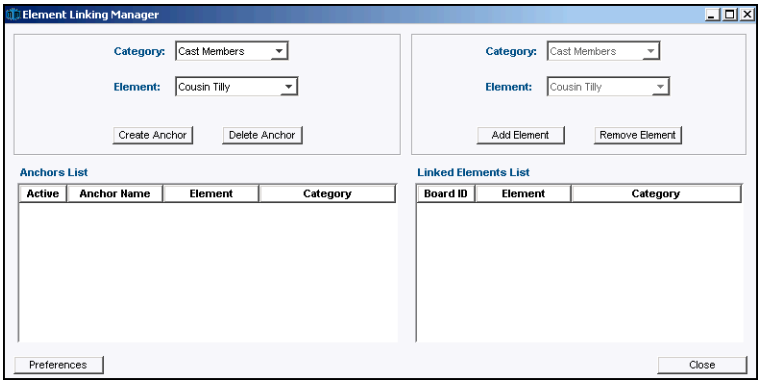
Elements can be moved in the Edit Element window by typing in the new Category before the name in the Element Name field. Include a colon after the Category name and click **OK** to complete the move.



Linking Elements

Click on the **Element Linking** icon.

This action immediately brings up the Element Linking Manager.

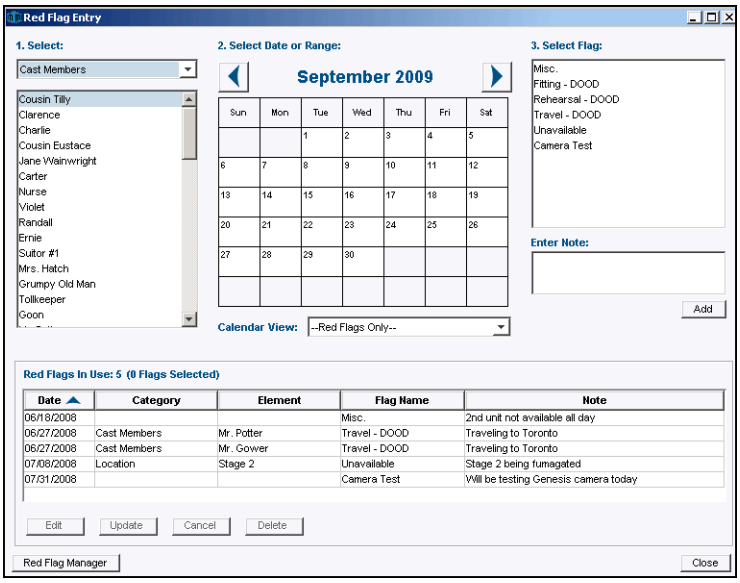


For further information about creating Anchor Elements, go to **Chapter 6: Breakdown Sheet**.

Adding Red Flags

Click on the **Red Flag** icon.

This action will bring up the Red Flag Entry Table.

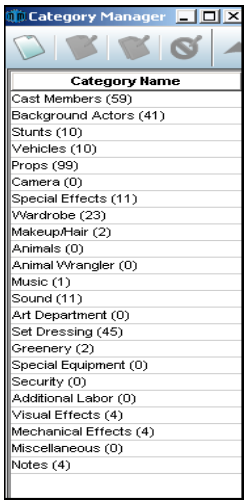


For further information about creating Red Flags, please go to Chapter 8.

Chapter 5: Category Manager

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

Go to **Design** and select **Category Manager**.



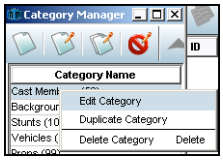
The Category Manager lists all the Categories that have been created in the active schedule. The Manager allows for the adding, modifying, duplicating, or deleting of Categories.

Section 1: Edit Category

Access the Edit Category Window

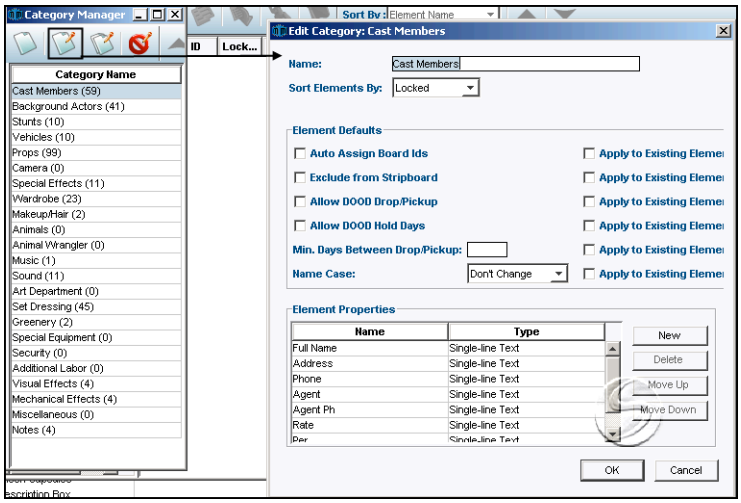
Three Methods:

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



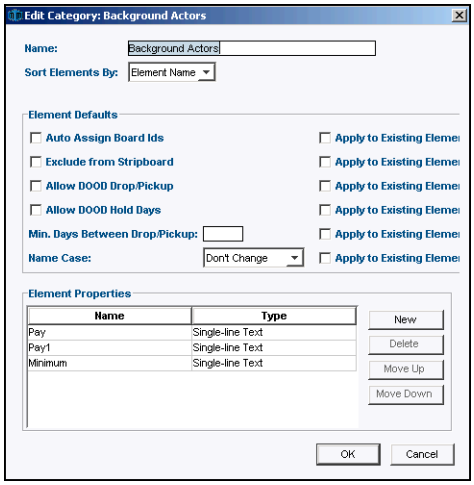
Or

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



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 contains the following sections:

Category Identification

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

Element Defaults

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

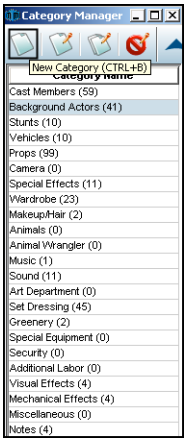
Element Properties

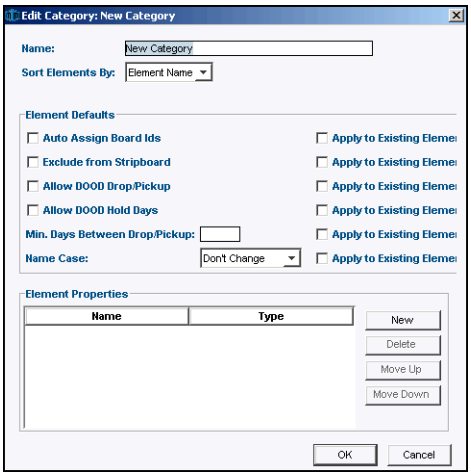
The Element Property fields that are either selected or created here will appear in each Element's Information window within the Category. Although the field labels for each Category are uniform throughout all of the Elements within that Category, the content that is entered within the fields is unique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

Section 2: Creating New Categories

From the Category Manager:

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





A new **Edit Category** window will open.

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

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

Duplicating a Category

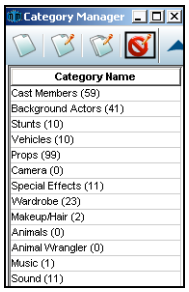
From the Category Manager:

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

Deleting a Category

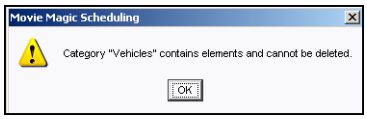
From the Category Manager:

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



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

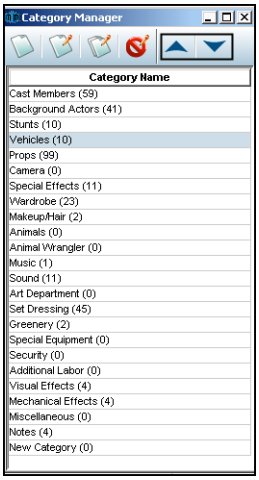
4. Click **Yes** to complete the deletion.
5. If the Category does not contain any Elements, it will be deleted immediately from the Category Manager. If the Category does contain Elements, a warning will display and the Category will not be deleted.



Section 3: Rearranging Categories

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

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

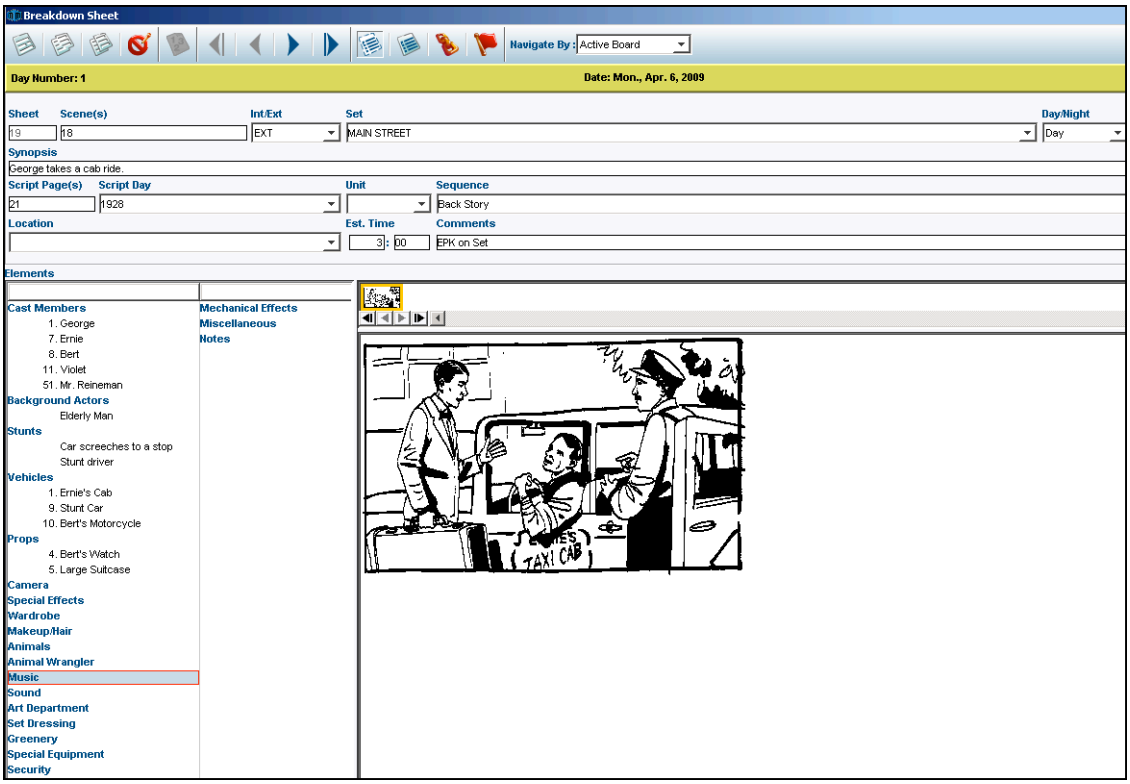


3. Click on either the upward or downward facing arrow button until the Category is in the correct position/order.

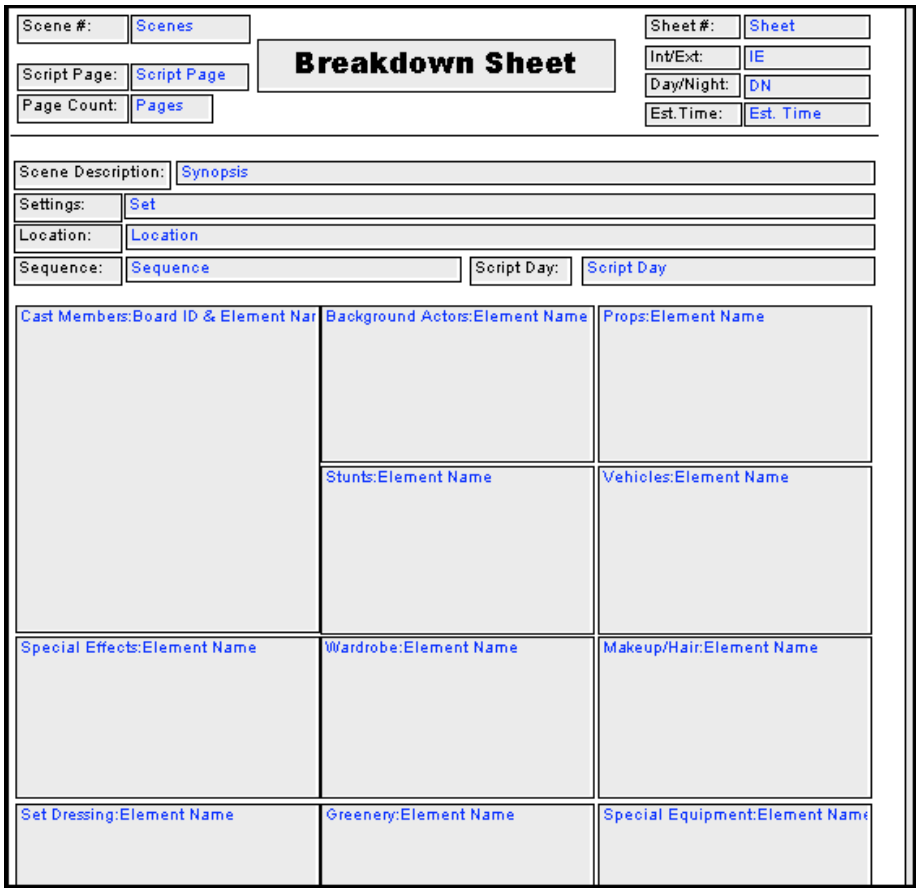
Chapter 6: Breakdown Sheet

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

Breakdown Sheet



Breakdown Sheet Report

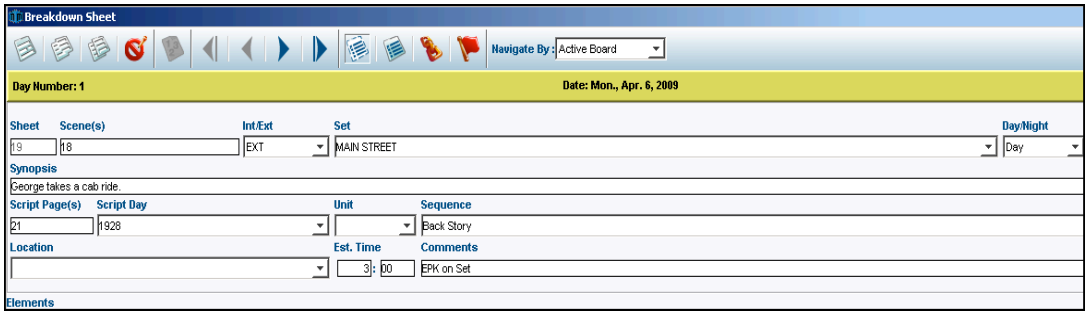


Section 1: Accessing the Breakdown Sheet

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

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

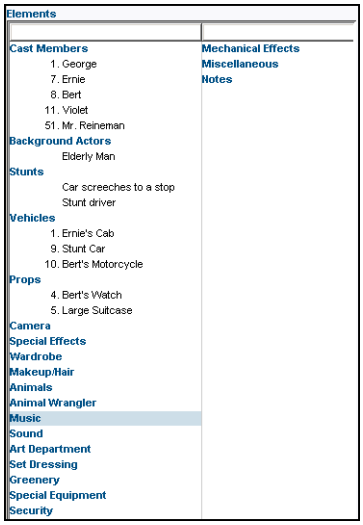
Section 2: Completing the Breakdown Sheet



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

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. New selections will be available immediately upon returning to the Breakdown Sheet.

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



Entering Scene Information

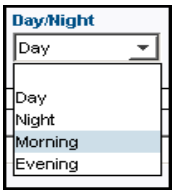
1. Tab to or click in the **Scene(s)** field and enter the scene number.

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

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

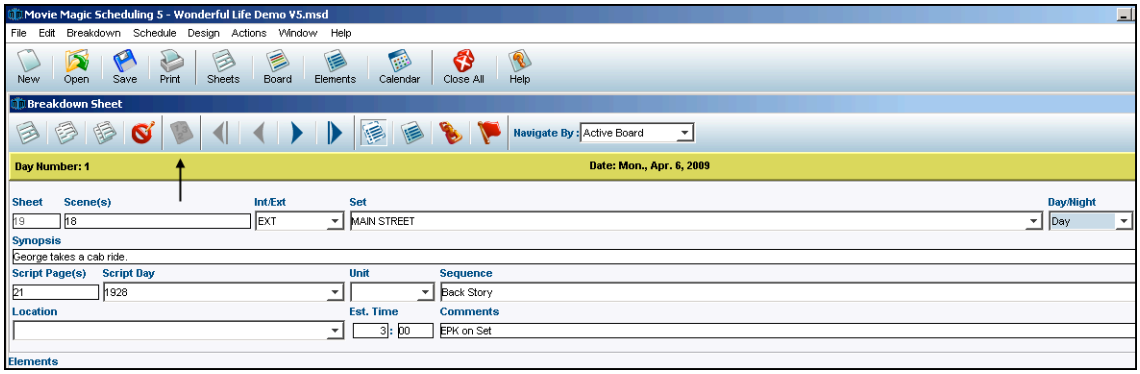
Tip: The default for sheet numbering is Automatic. To number sheets manually, go to **Edit + Preferences**, **Schedule Preferences**. Click in the **Sheet Numbering** field and choose **Manual**.

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



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

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



Entering Set, Sequence, Location, Est. Time

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

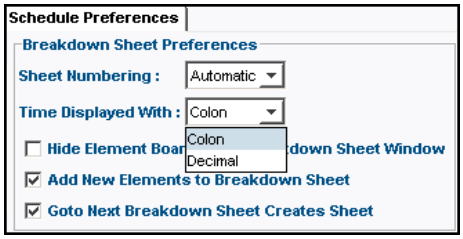
NOTE: Est. Time for a Breakdown Sheet cannot be entered from the Element Manager.

From the Breakdown Sheet:

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

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

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



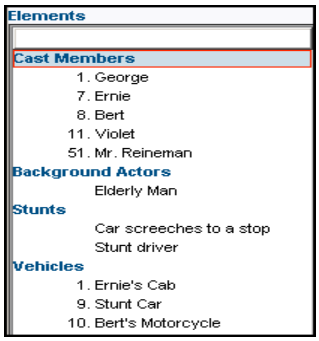
Insert Elements into the Breakdown Sheet

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

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

From the Breakdown Sheet:

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



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

2. Select the Element to be inserted.

Or

1. Type the name of the Element to filter the menu. Use the down arrows to select the Element and click **Enter**.
2. The selected Element will appear immediately in the current Breakdown Sheet.

Element Linking

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

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

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

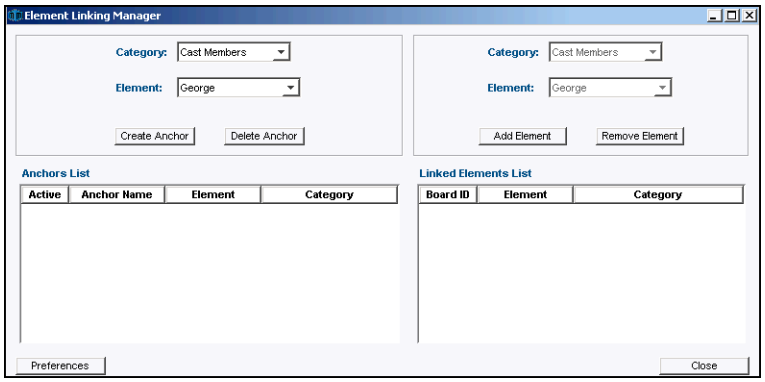
1. Access the Element Linking Manager.

Four Methods:

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

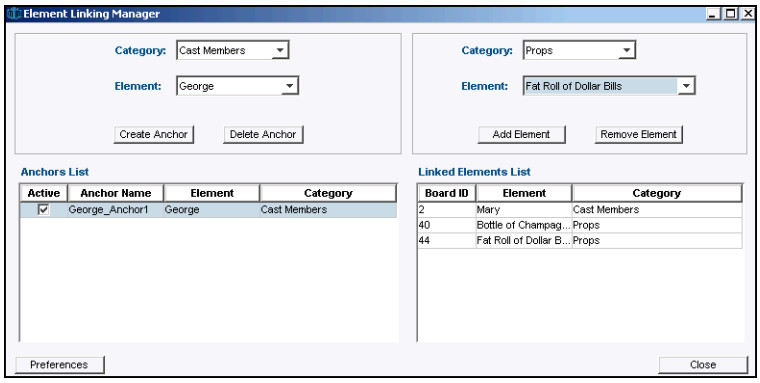
- Go to the Element Manager and press the Element Linking Manager icon.

- Press CTRL + L (Mac: CMD + L).



The Element Linking Manager window will appear.

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



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

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

Element Linking Groups

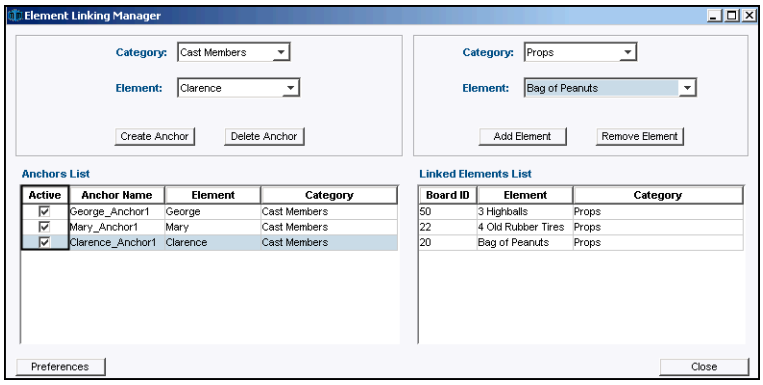
Creating Element Linking groups allows different sets of linked Elements to be set up for the same Anchor.

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

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

From the Element Linking Manager:

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



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

Deleting an Anchor Element

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

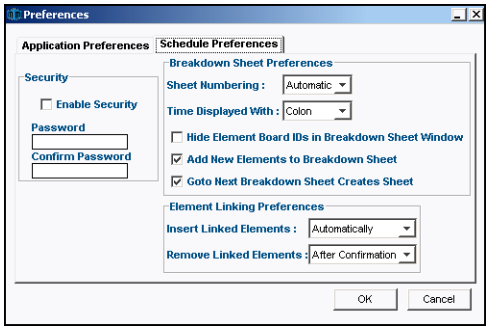
Unlinking an Element from an Anchor Element

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

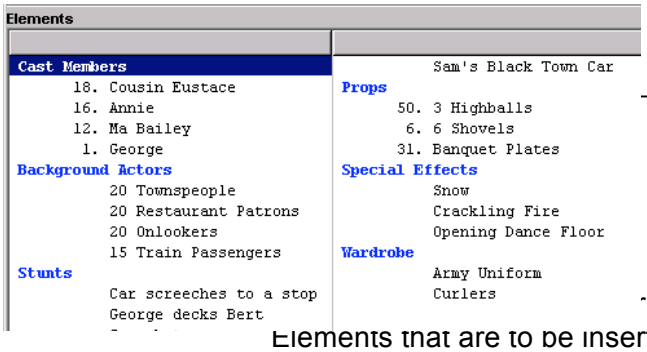
Element Linking Preferences

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

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



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



mation 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 linked Elements that are to be removed from the Breakdown Sheet.
- **Automatically**: The linked Elements will automatically be removed; no confirmation window will appear.
- **Never**: Linked Elements will remain on the page and have to be removed manually.

4. Set Preferences and click the **OK** button.

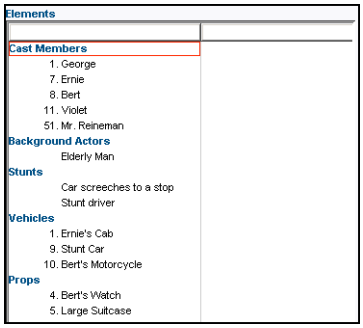
NOTE: Element Linking only affects the current Breakdown Sheet. Meaning, if an Anchor is removed and the Preference is set to remove the linked Elements, it will only affect the current Breakdown Sheet. Other Breakdown Sheets will not also have the Elements removed.

Show/Hide Empty Categories

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

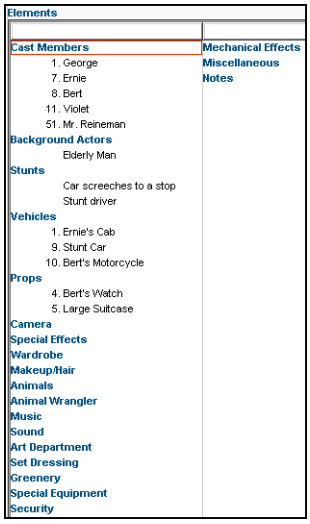
Hide Empty Categories

Only those Categories that contain Elements are listed.



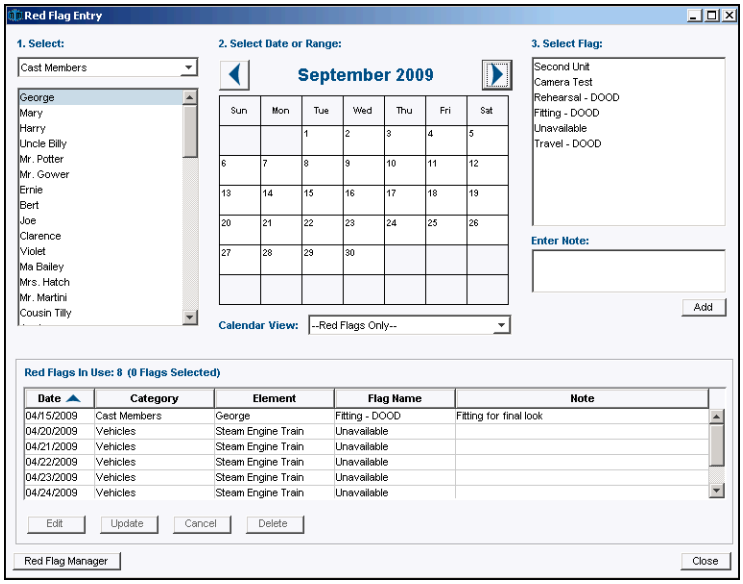
Show Empty Categories

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



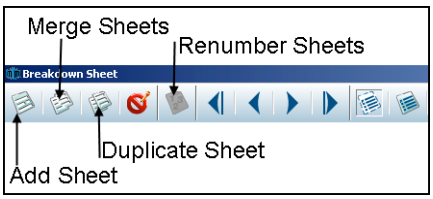
Red Flag Entry:

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



Adding New Sheets

From the Breakdown Sheet:



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

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

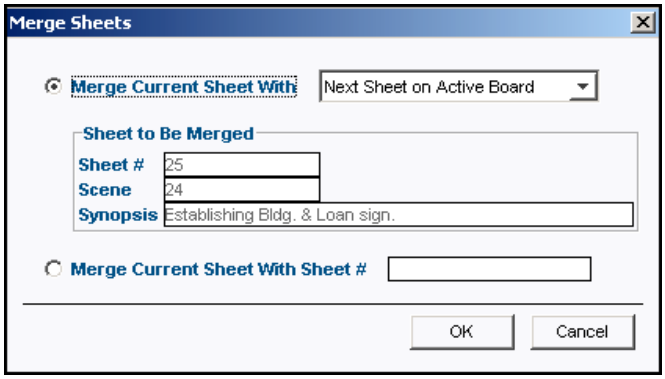
A new strip will automatically be inserted automatically into the Stripboard for the new Breakdown Sheet. Refer to **Chapter 8: Stripboards** for more detailed information on managing the Stripboard.

Merging Sheets

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

From the Breakdown Sheet:

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



The Merge Sheets window will open.

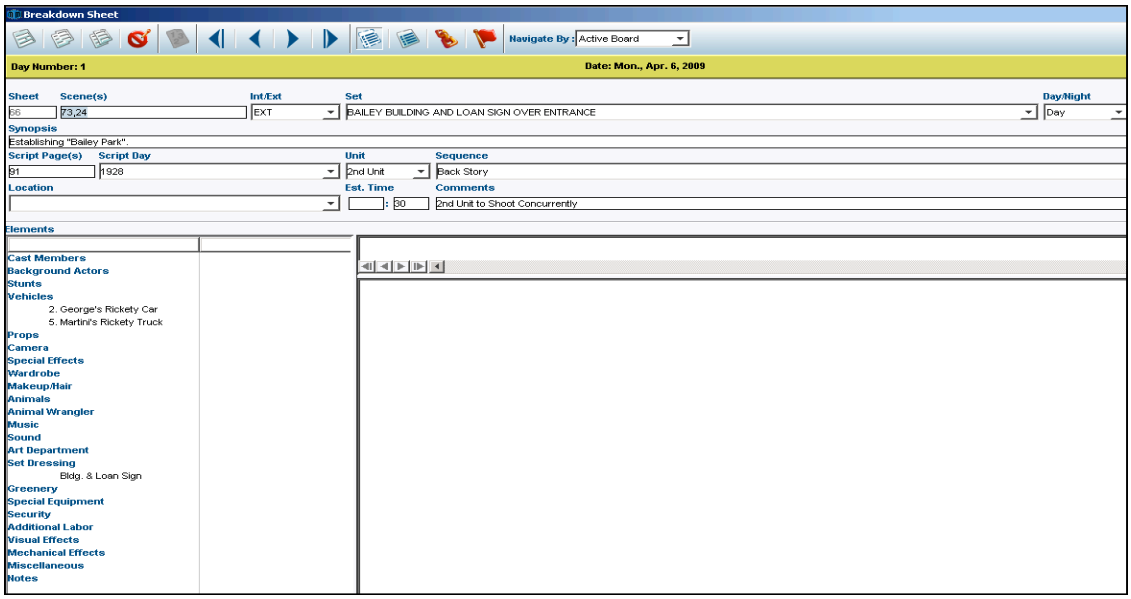
3. Specify the preferred way for the current Breakdown Sheet to merge.

Merge Current Sheet With

:

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

4. Click **OK**.



The merged Breakdown Sheet will directly be presented.

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

Duplicating Existing Sheets

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

From the Breakdown Sheet:

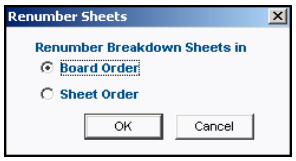
1. Navigate to the Breakdown Sheet to be duplicated.
2. Click on the **Duplicate** icon (CTRL+D / Mac: CMD + D).

Renumbering Sheets

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

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

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



2. Select the order the Renumber is to reflect.

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

   The Breakdown Sheets will be renumbered immediately.

Chapter 7: Calendar

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

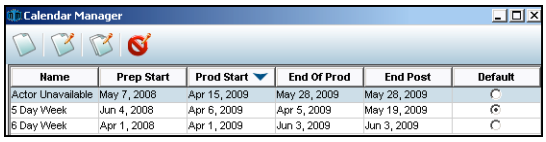
- Days off
- Special Days (holiday, travel day, etc.)
- Production Dates (Prep Start, Prod Start, etc.)

Section 1: Access the Calendar Manager

Two Methods:

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

- Go to **Schedule** and select **Calendar Manager**.



The **Calendar Manager** window will open.

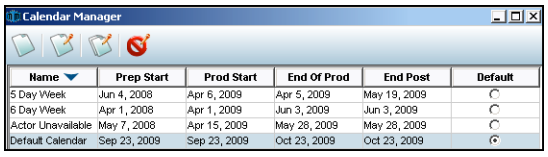
Section 2: Creating a Calendar

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

Default Calendar

From the Calendar Manager:

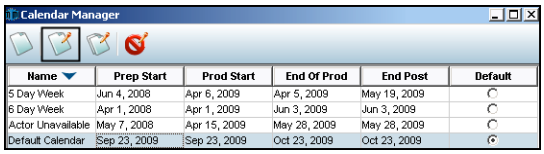
1. Access the Default Calendar.



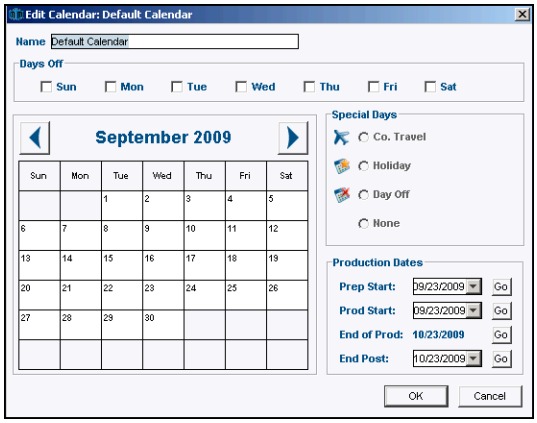
Two Methods:

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

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



The **Edit Calendar** window will open.

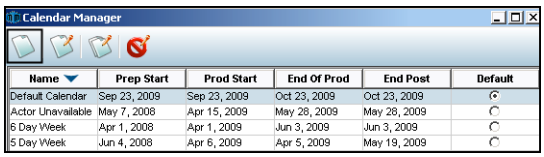


Creating Additional Calendars

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

From the Calendar Manager:

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



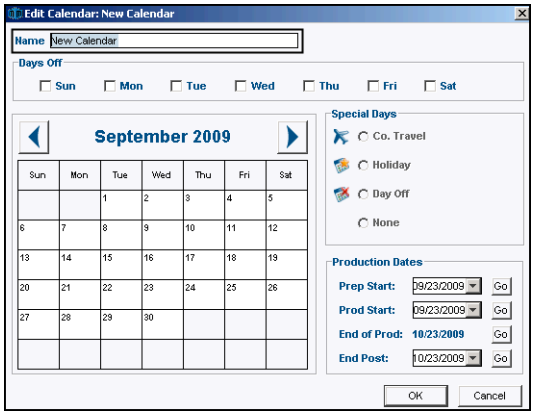
A new blank calendar will immediately open.

Renaming Calendar

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

From the Calendar Manager:

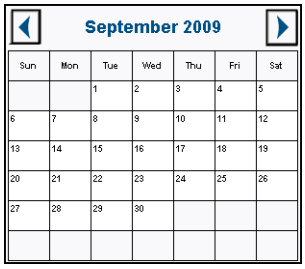
1. Access the calendar to be renamed.
2. Click to select (highlight) the current name in the **Name** field.



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

Section 3: Building a Calendar

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

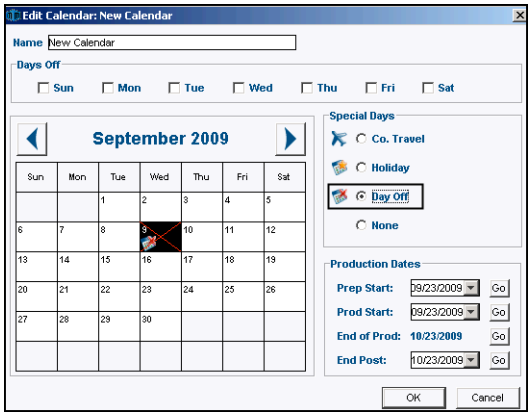


Selecting Days Off

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

Single Days

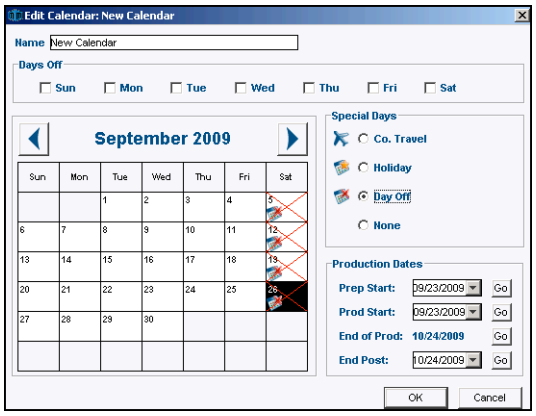
1. Designate single days as “off” by clicking on the day within the calendar. The calendar day will be **highlighted in black**.
2. Select **Day Off** from the list of **Special Days** options.



Weekly

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

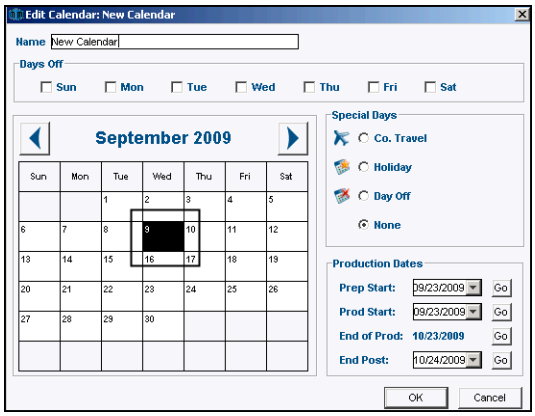
   The day(s) off will be shown on the calendar with **a red x mark**.



Designating Special Days

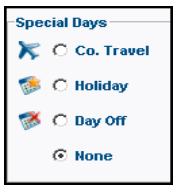
Special days can be designated on a calendar, such as a company travel day or a holiday, by selecting from the **Special Days** list.

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

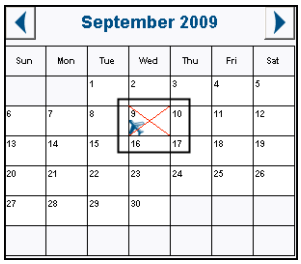


That calendar day will be **highlighted in black**.

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



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

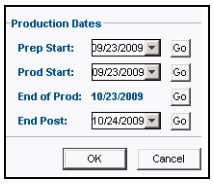


Setting Production Dates

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

<u>Two Methods:</u>

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



Or

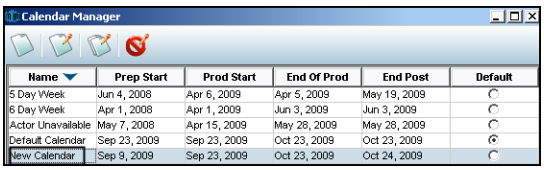
- Manually enter the correct date into the Production Date field, using **mm/dd/yyyy** format.

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

Completing the Production Calendar

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

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



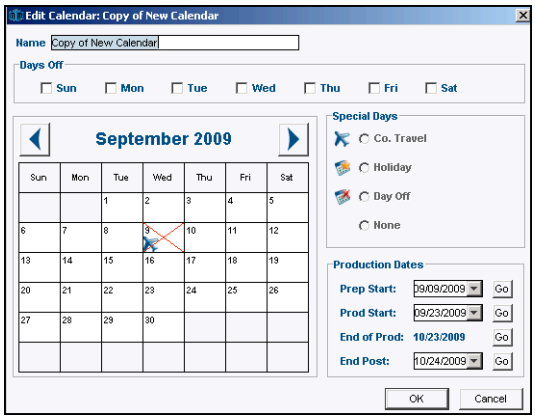
NOTE: There can be only one default calendar at a time.

Duplicating a Calendar

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

From the Calendar Manager:

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



The Edit Calendar window for the duplicate will open.

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

4. Click **OK**.

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

Deleting a Calendar

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

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

3. Click **OK** to delete.

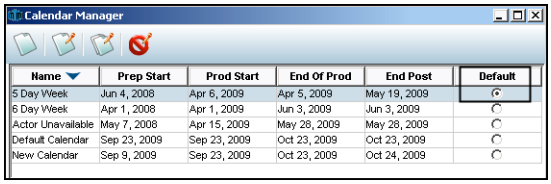
NOTE: A calendar cannot be deleted if it is being used by a Stripboard.

Changing the Default Calendar

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

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

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



3. Close the Calendar Manager.

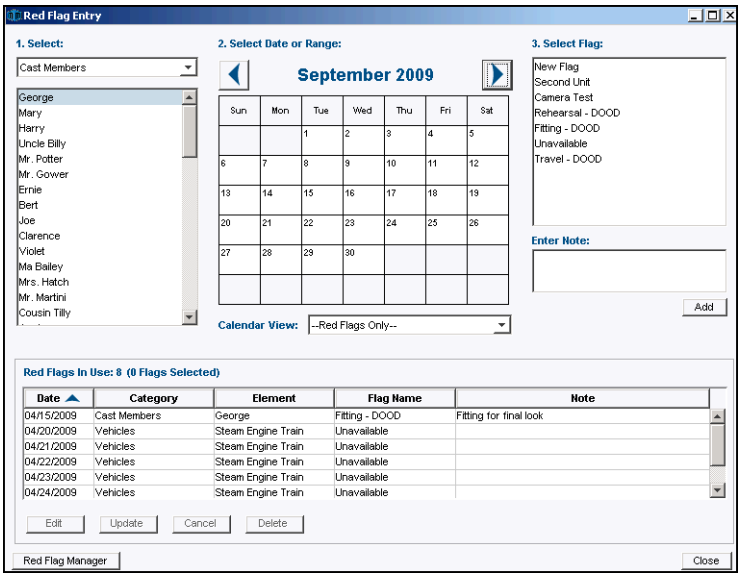
The newly defaulted calendar will now be the default choice when creating a new Stripboard.

Chapter 8: Red Flags

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

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

Section 1: Access the Red Flag Entry Table



Two Methods:

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

  Or

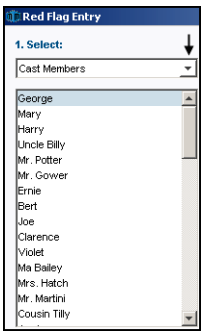
- From the **Breakdown Sheet**, click on the **Red Flag** icon.

The Red Flag Entry window will open immediately.

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

Section 2: Create a Date Only Flag

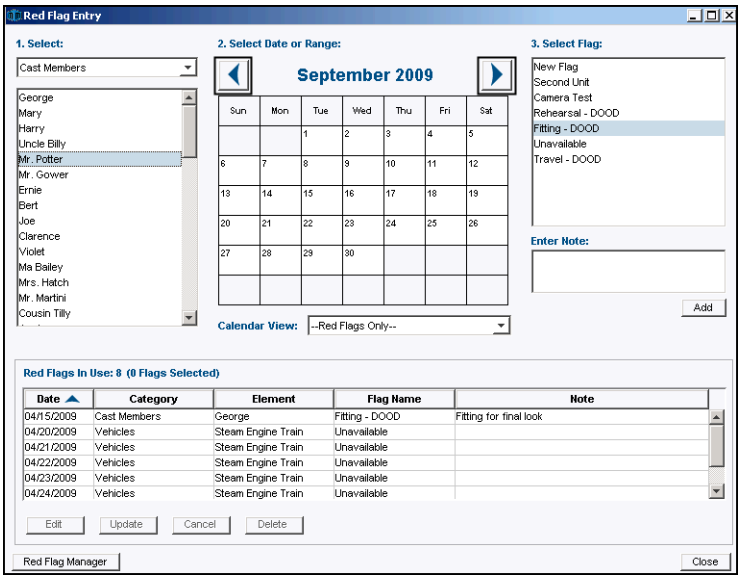
1. Click the down arrow in the **Select** field, which lists the various Categories in a schedule.



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

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

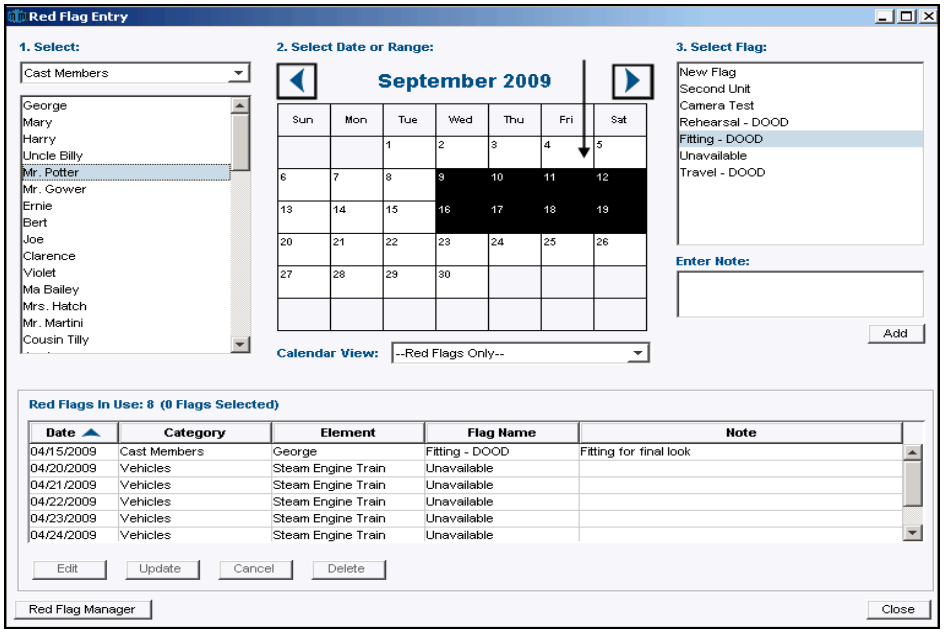
3. Click the **left** or **right arrow** to navigate to the month.



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

Or

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

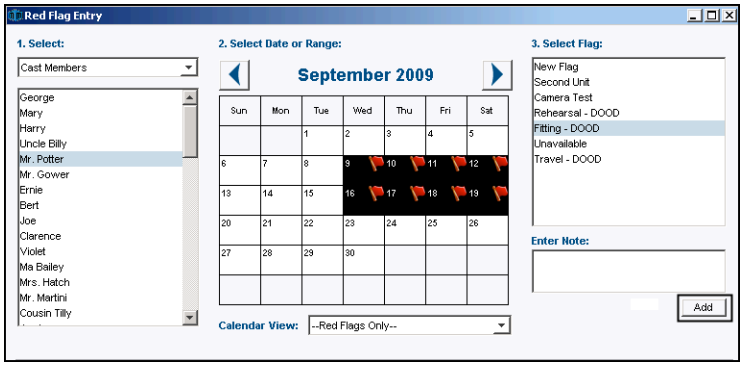


The box(es) representing the date(s) will become darkened.

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

7. Click the **Add** button.

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



Section 3: Create a Red Flag Associated with an Element

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

The Elements associated with the Category will be listed below.

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

   Or

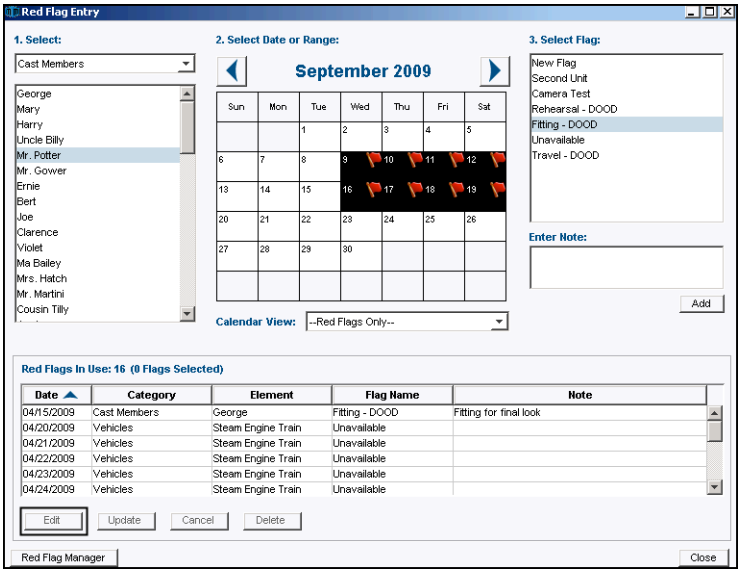
6. Choose a range of dates: Hold down the mouse and drag across all desired dates.

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

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

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

Section 4: Edit a Red Flag



1. Select the flag from the list of created flags in the list at the bottom of the screen.
2. Click on the **Edit** button. All of the parameters of the Red Flag will appear in the section above
3. Make modifications to any of the fields that are part of the selected flag:

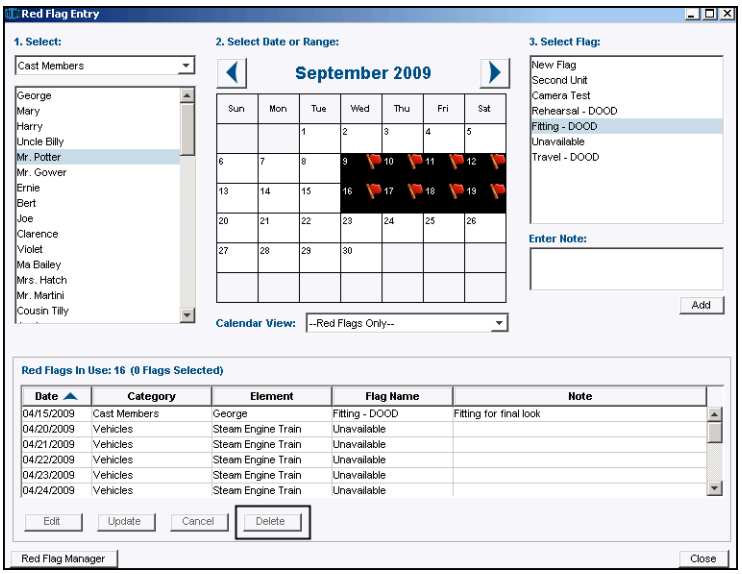
   - Another Category may be selected and a different Element can be chosen.
   - Go to the Calendar and select another date or range.
   - Select an alternate flag.
   - Add, remove, or change a Note.

4. Click the **Update** button after all edits have been made.

Red Flag will reflect any changes.

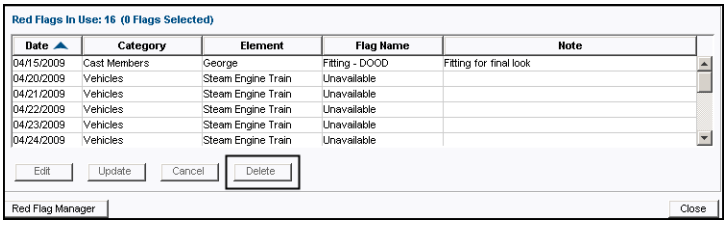
Cancel Changes to a Red Flag

1. Click the **Cancel** button.



Section 5: Delete a Red Flag

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



2. Click the **Delete** button.

A confirmation window will appear.

The Red Flag will be removed from the list.

Section 6: Viewing and Understanding Red Flag Entries and Calendars

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

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

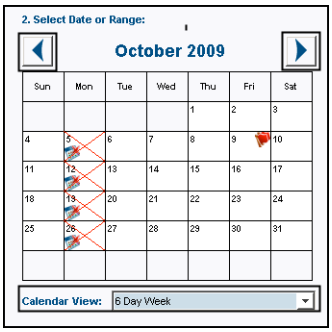
Calendar View - View Red Flags on Different Calendars

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

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

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

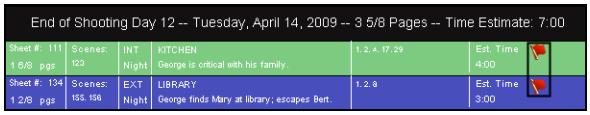
Click on **left** or **right arrows** to view other months and dates.



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

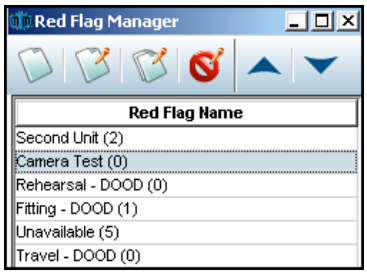
Section 7: Red Flag Appearing on a Stripboard

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



Chapter 9: Red Flag Manager

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



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

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

The ordering of listed flags can also be changed.

Section 1: Access the Red Flag Manager

Go to **Schedule**, select **Red Flag Manager**.

The window opens and lists five default Red Flags:

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

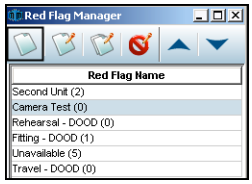
NOTE: The DOODs (Day Out of Days) flags are designed to be used specifically with the DOODs report. They cannot be removed or modified.

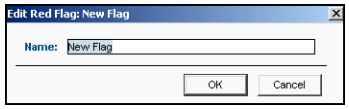
The number of times a particular flag has been used in the schedule will be displayed in parenthesis.

Section 2: Add a New Flag

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

   The **New Flag** window will open.





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

Or

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

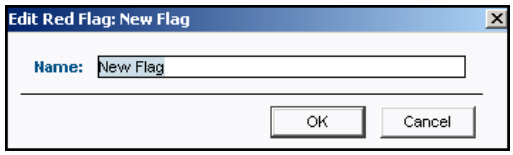
<u>Two methods</u>:

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

Or

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

The Edit Red Flag window will open.



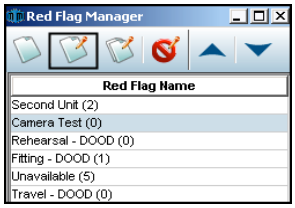
3. Modify the flag name.
4. Click **OK** to save.

Section 3: Access the Edit Red Flag Window

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

Or

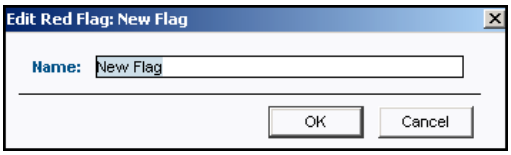
1. Select a flag name.
2. Click on the **Edit Flag** (CTRL+K / Mac: CMD + K) icon.



Or

1. Double-click on a flag name.

   The Edit Red Flag window will open.



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

Section 4: Move a Flag Up within the List

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

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

Section 5: Move Flag Down within the List

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

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

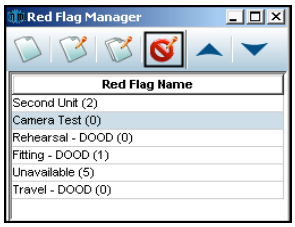
Section 6: Delete a Flag

Three Methods:

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

Or

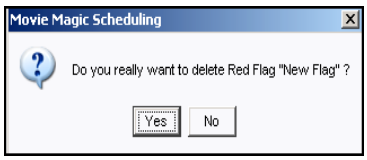
1. Select a flag name.
2. Click on the **Delete Flag** icon.



Or

1. Select a flag.
2. Click on the **Delete** key.

A confirmation window will appear.



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

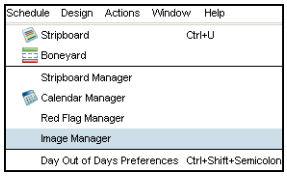
Chapter 10: Image Manager

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

Section 1: Access the Image Manager

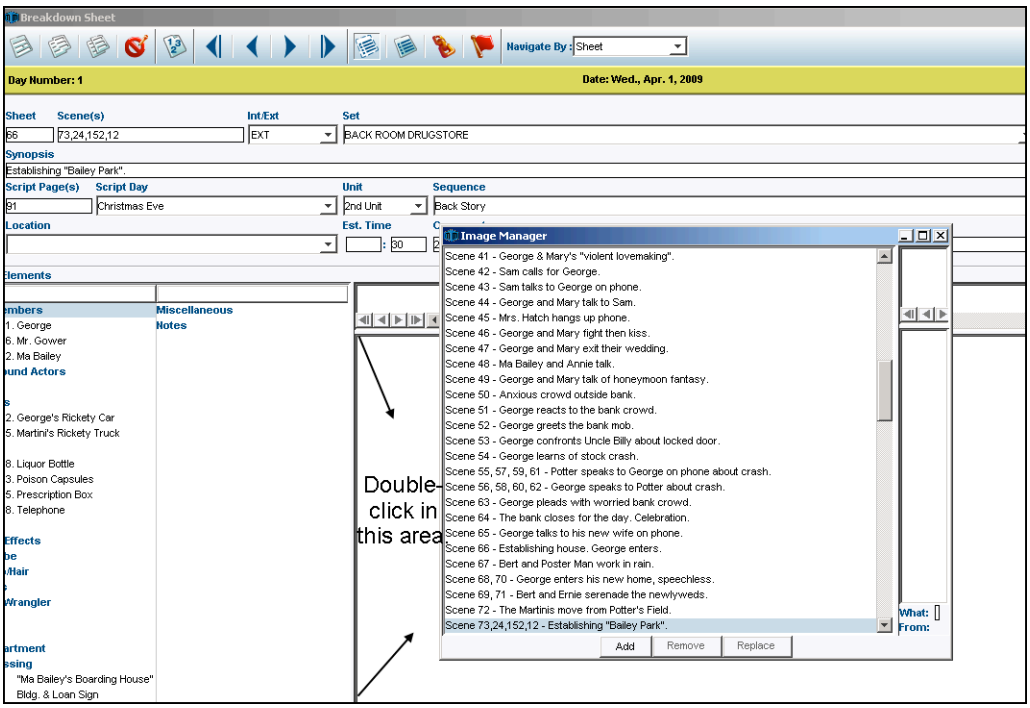
Three Methods:

1. Go to **Schedule** and select **Image Manager**.



Or

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



The Image Manager will open.

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

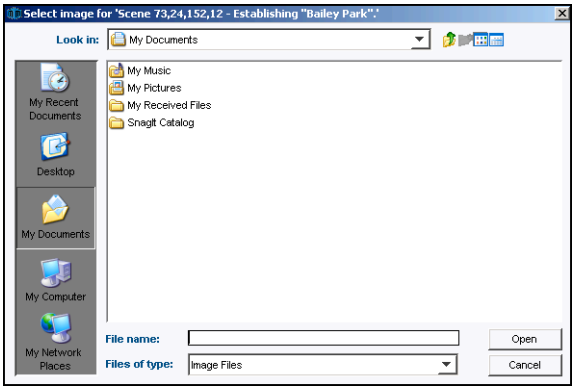
Images are added on the right in the blank space for a selected scene.

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

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

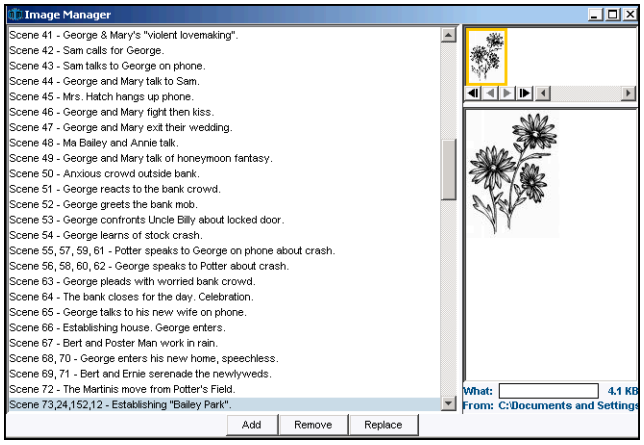
1. Select the scene.
2. Click on the **Add** button.

The Select image window will open.



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

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



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

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

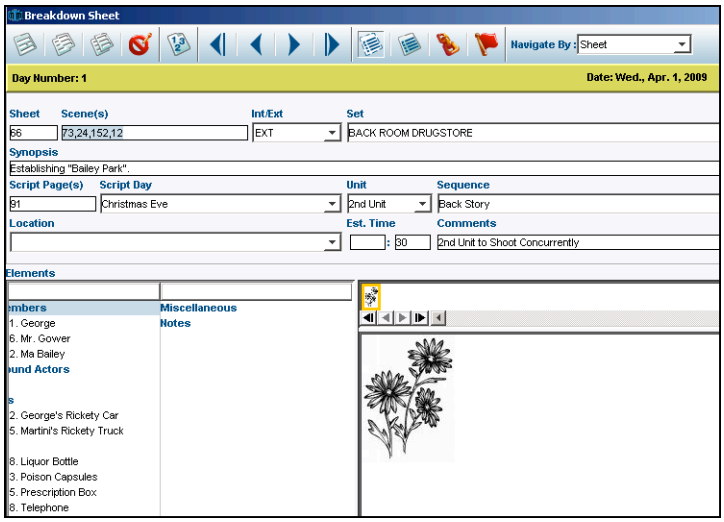
Resize the Thumbnail Image

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

Section 3: Add a Name for an Image

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

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

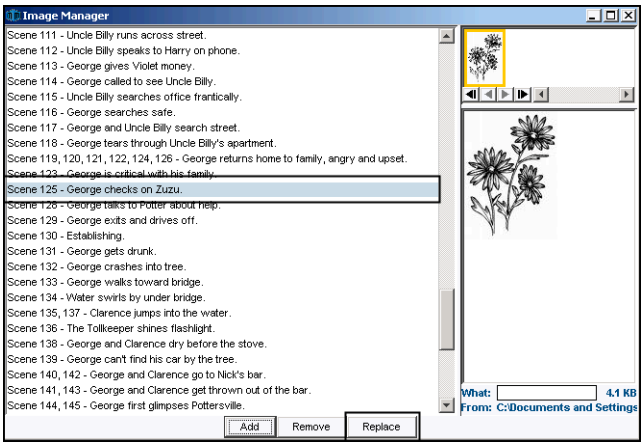


The image will now be a part of the Breakdown Sheet representing the scene.

Section 4: Replace an Image

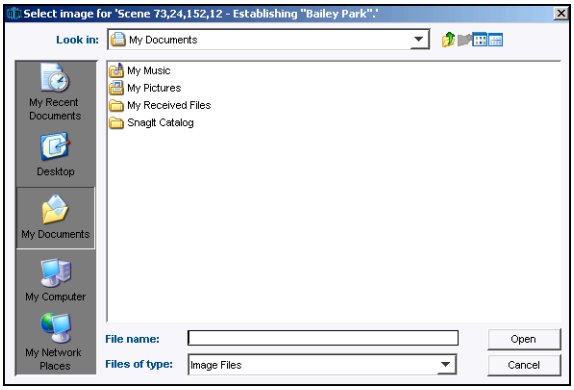
When an image has been selected, it may be replaced with another image.

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



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

The Select image window will open.



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

The replacement image will be added to the selected scene.

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

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

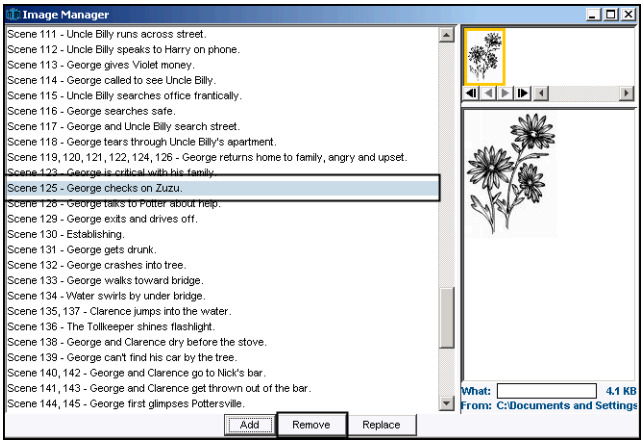
Section 5: Remove an Image from a Breakdown Sheet and Scene

Images that are no longer needed may also be removed.

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

The image will be immediately removed.

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



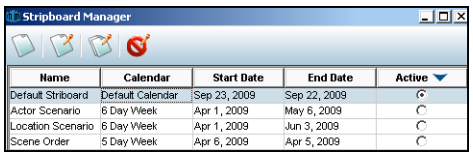
Chapter 11: Stripboard

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

Section 1: Access the Stripboard Manager

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

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



This opens the **Stripboard Manager**.

Section 2: Default Stripboard

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

From the **Stripboard Manager**:

Two Methods:

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

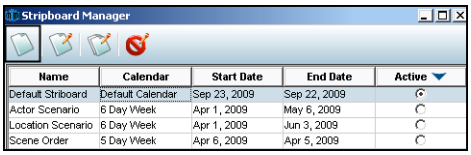
To access the Stripboard from the Breakdown Sheet, click on the **Stripboard** icon.

Section 3: Creating New/Multiple Boards

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

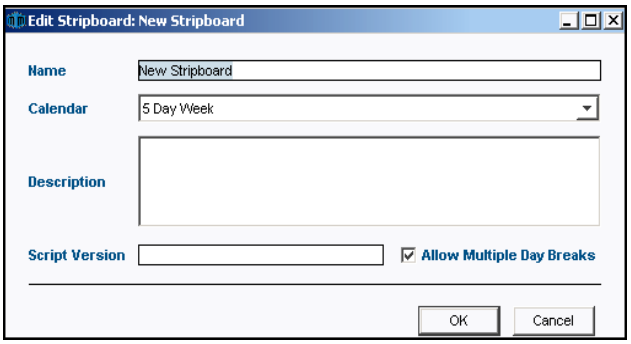
From the Stripboard Manager:

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

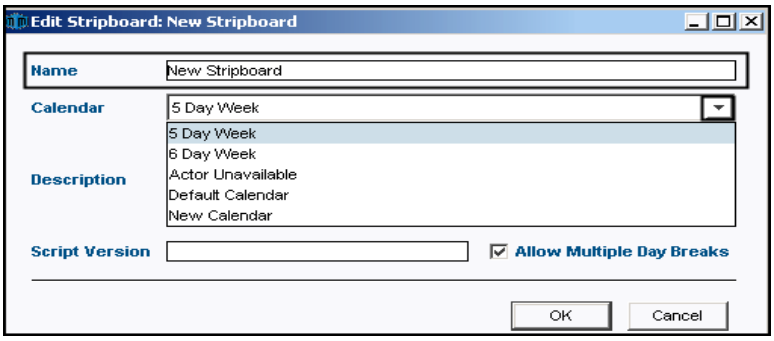


NOTE: If the Stripboard to be activated does not exist yet, it will need to be created before it can be used for the Stripboard.

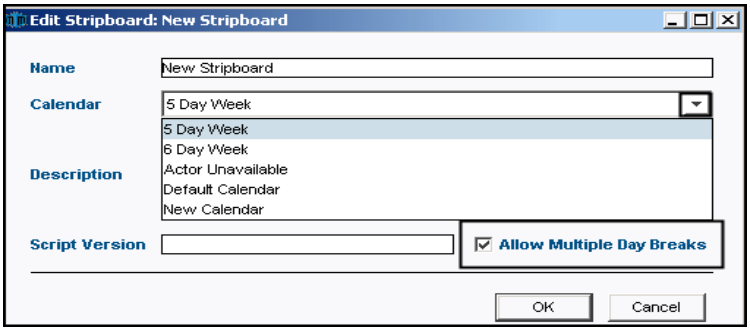
The Edit Stripboard window will open.



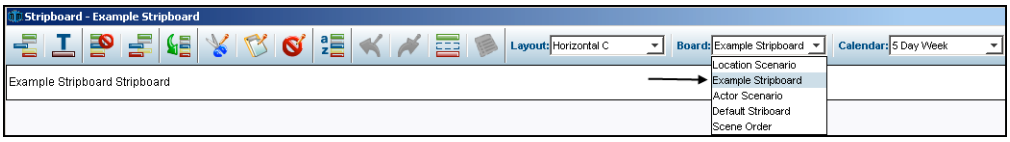
2. Enter a name for the new Stripboard in the **Name** field.
3. Select a calendar.



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



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



Renaming a Stripboard

The default name for new Stripboards is *New Stripboard*.

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

Section 4: Changing the Active Board

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

<u>Two Methods:</u>

From the **Stripboard**:

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

Or

From the Stripboard Manager:

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

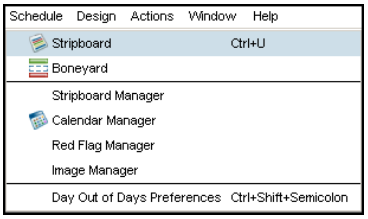
The newly selected active Stripboard will open immediately.

Section 5: Accessing the Stripboard

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

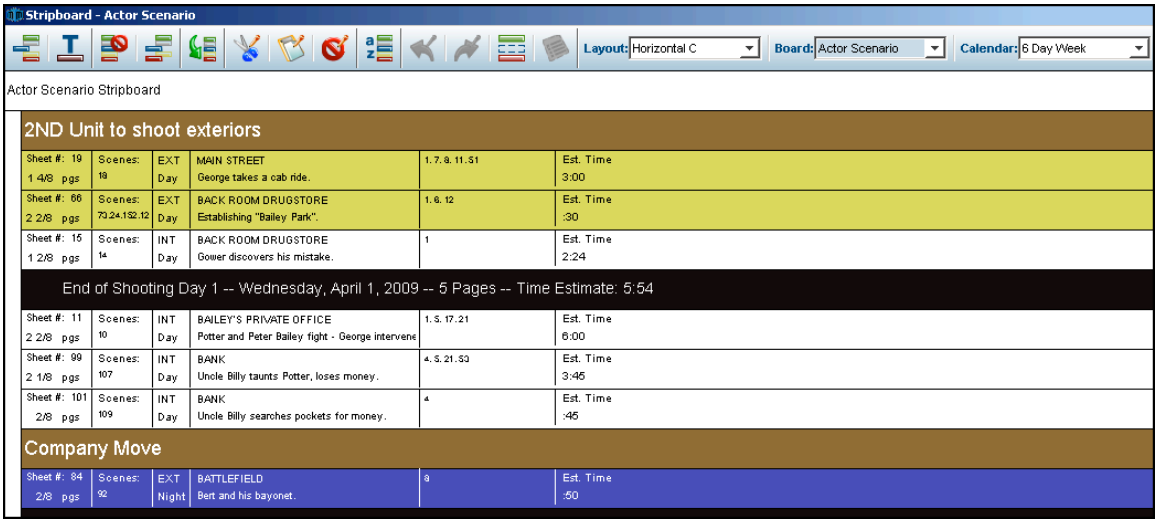
Two Methods:

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



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

The **Stripboard** window will open.



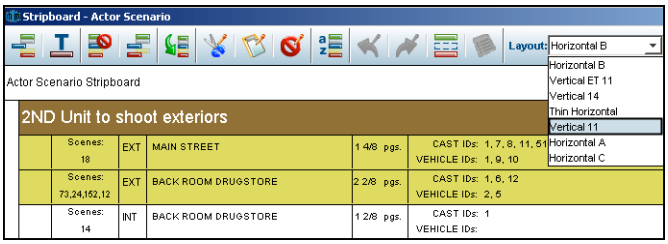
Tip: Double-click on a strip to access the corresponding Breakdown Sheet.

Section 6: Changing Layout Views

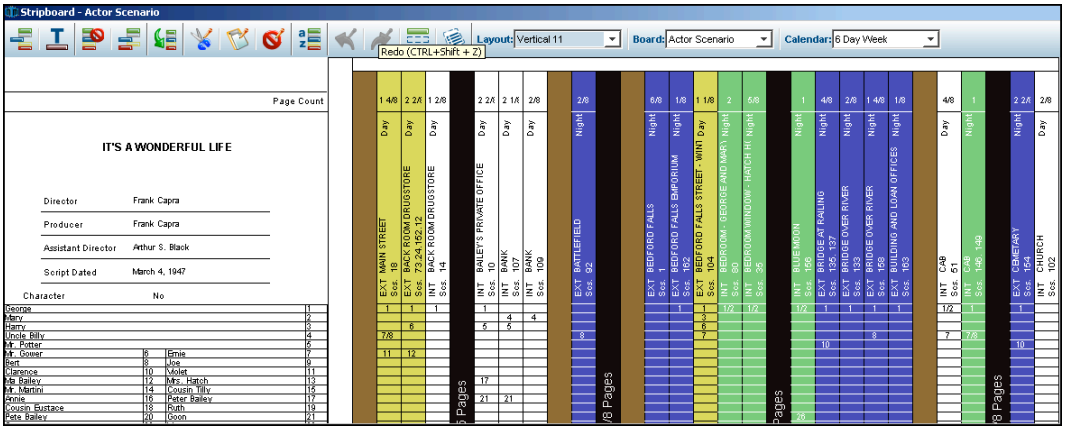
Movie Magic Scheduling 5 remembers the last layout that was viewed in the Strip Layout field of a Stripboard. The option is open to select a preferred Strip Layout. For example, the vertical view is more similar to the traditional Stripboards allowing the production information to be viewed as well.

From the Stripboard:

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



The will display immediately the selected layout.



Section 7: Sorting Strips

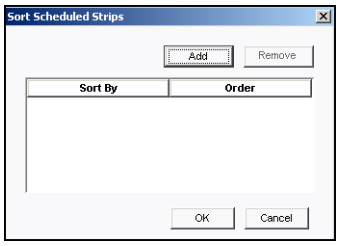
This option allows for automatically rearranging strips into a specified order. There are unlimited sort levels in the Sort window, with each featuring a list of Breakdown Sheet Categories. **Level 1** represents the Category with the highest priority by which the strips are to be sorted.

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

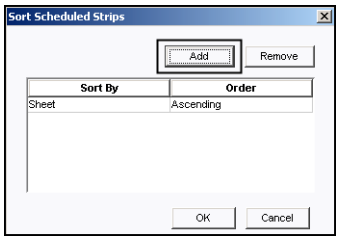
From the Stripboard:

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

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 to be deleted and clicking the **Remove** button.

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

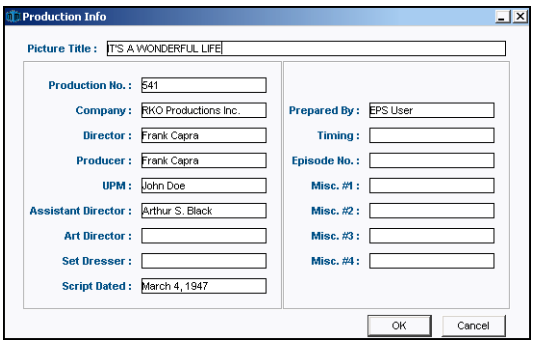
The **Sort** will occur immediately.

NOTE: All assigned Daybreaks will be deleted upon sorting.

Section 8: Production Information

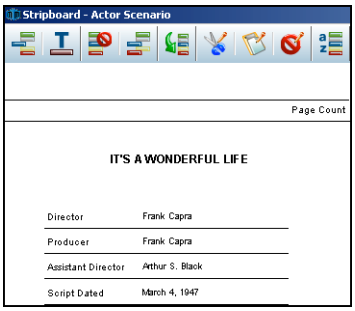
Production Information includes such details as the production title, director's name, and producer's name.

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



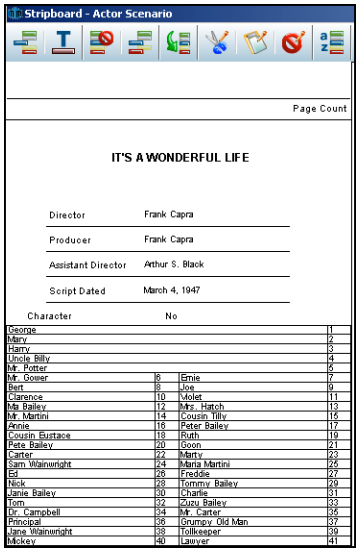
The Production Info window will open.

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



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

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



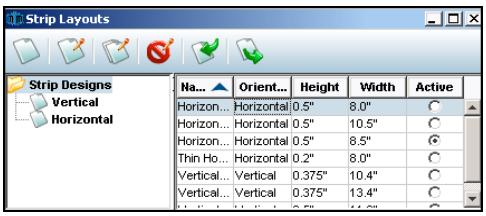
Chapter 12: Strip Appearance

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

Section 1: Accessing the Strip Layout Manager

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

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



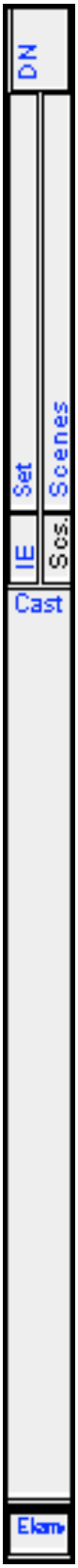
The Strip Layouts Manager window will open.

Strip Layout

This represents a horizontal strip.

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

This represents a vertical strip.


DN
Set
Scenes
IE
Scs.
Cast
Elem

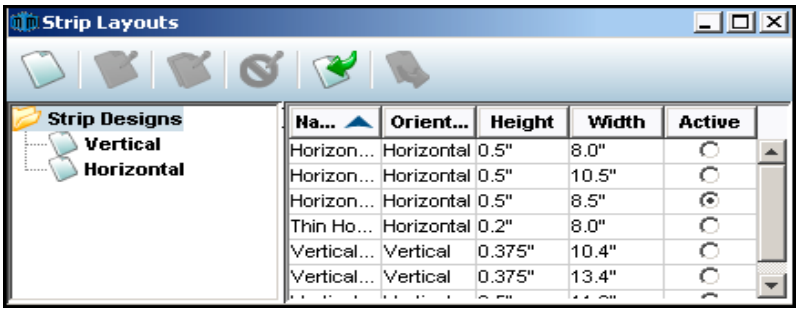
Chapter 13: Strip Designer

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

Section 1: Access the Strip Designer

Two Methods:

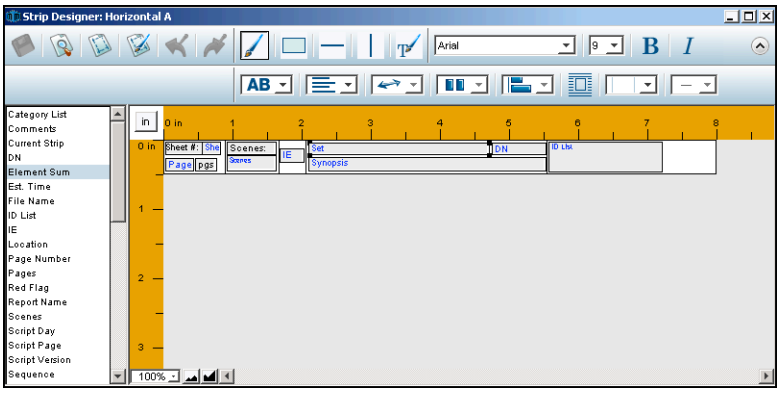
From the Strip Layout Manager:



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

Or

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



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

Section 2: Strip Designer Tools

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

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

Save: Saves the most recent changes made to the strip design

Print Preview: Displays the Strip as it would look if printed

Page Setup: Displays the page layout settings for paper size, margin adjustment, and orientation

Designer Settings: Accesses the Designer Settings window

Undo: Last action is undone

Redo: Will redo the last action that was undone

Selection Arrow: Allows for selecting Strip elements

Box (Draw): Creates (draws) a box

Horizontal Line (Draw): Creates (draws) a horizontal Line

Vertical Line (Draw): Creates (draws) a vertical Line

Text Box: Creates box in which text can be typed

Justification: Justifies text to the left, center or right of the box

Make Same: Sizes the new box to be the same as the selected (current) box

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

Alignment: Aligns the new box with the selected (current) box

Wrap Text: Separates text into as many lines as can be accommodated in the box

Borders: Places an underline, overline, or box in a selected field; to see the borders, perform a Print or Preview

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

Bold: Bolds selected text

Italicize: Italicizes selected text

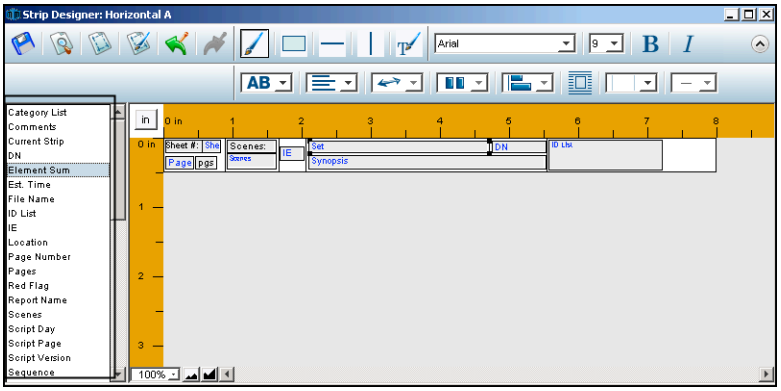
Line Width: Designates width options for lines drawn

Zoom

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

Section 3: Strip Elements

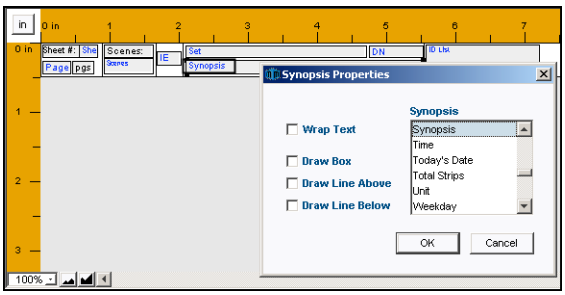
The Strip Elements are listed to the left of the Strip Layout. The Element listings represent the information content that can be added to the strips. Each Element box represents the area it will encompass on the actual strip.



Changing Strip Element Properties

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

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



The Properties window will open.

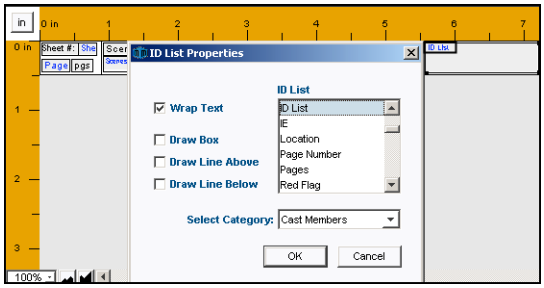
2. Modify the properties of the Element box.
3. Click **OK**.

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

Selecting ID List Property Categories

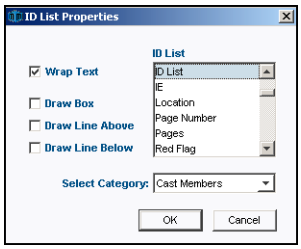
ID Lists display the Stripboard IDs of a specific Category. The Category the ID List represents can be specified.

1. Double-click on the ID List box.



The ID List Properties window will open.

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



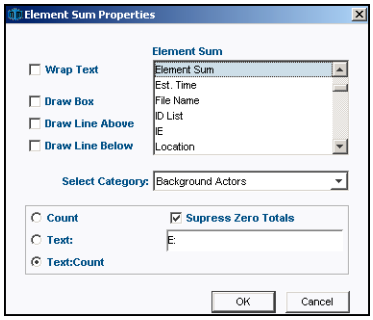
3. Click OK.

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

Editing the Element Sum Field

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

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



The Element Sum Properties window will open.

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

Adding New Element Boxes (from the Strip Element List)

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

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

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

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

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

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

Aligning Element Boxes

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

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

From the Strip Designer:

<u>Two Methods:</u>

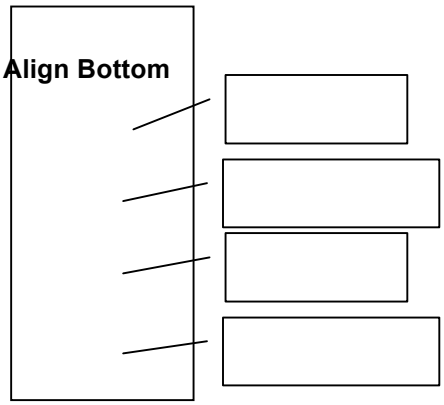
Align Left

Align Right

Select a first box, and then the second box to be aligned.
Make a selection from the **Alignment** drop-down menu located on the toolbar.

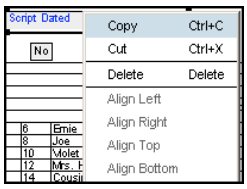
Align Top

Align Bottom



Or

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

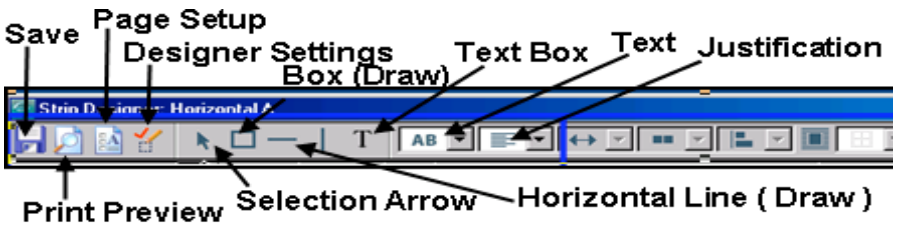


Section 4: Creating New Strip Elements

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

Tools

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



Creating New Design Elements

From the Strip Designer:

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

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

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

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

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

Section 5: Creating a Text Box

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

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

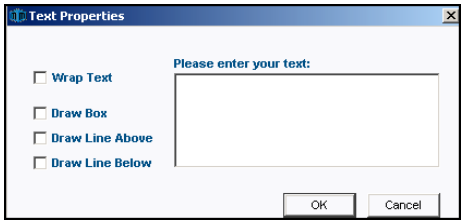
   The moment the cursor enters the strip layout area, the arrow turns into a cross (or plus sign). The cursor becomes a drawing tool when it is in the cross form.

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

   An Edit window will open.

5. Enter the new text.

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



Section 6: Resizing a Strip Element box

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

1. Select the Element to be altered or reshaped.

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

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

Section 7: Strip Text Appearance

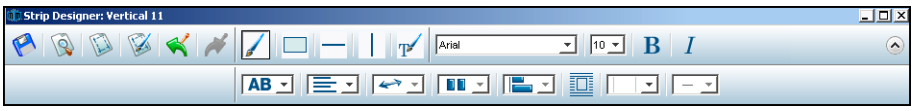
A schedule's strip text is highly editable in that it is possible to edit specific strip Element text or Banner/Day Break/Area text.

Strip Element Text

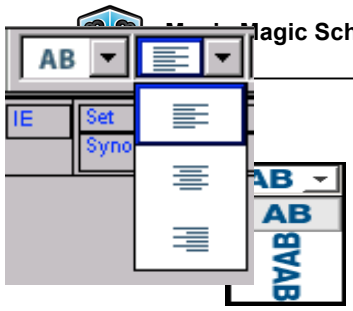
Strip Element text is the text that appears in specific Element boxes within the strips. A drop-down menu of fonts and font sizes can be found on the Strip Designer tool bar. In the same location are the bold and italicize tools.

Changing Text Orientation

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



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

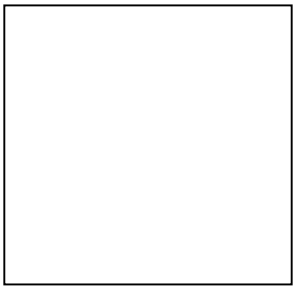


Changes of direction will be seen immediately on the Strip Designer.

Justifying Text

From the Strip Designer:

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

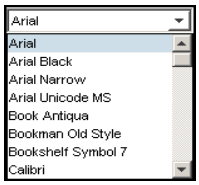


The selected Element text will now be displayed with the new justification.

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

Strip Fonts

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

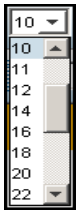


The selected field text will now be displayed in the new font.

Changing Font Size

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

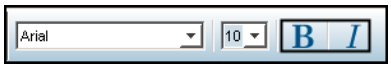
2. Select a new font size from the font list of options, available on the toolbar.



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

Bolding or Italicizing

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



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

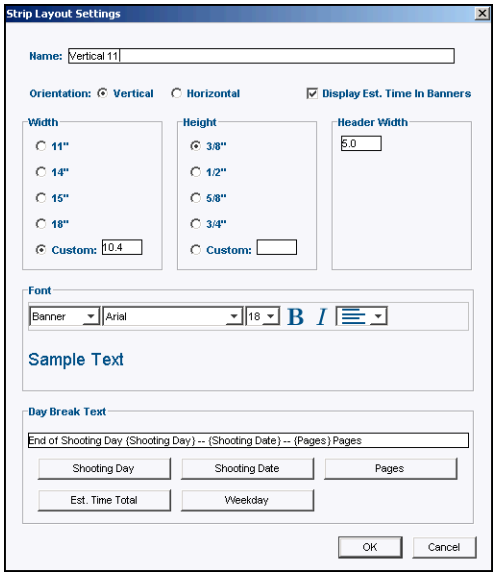
Section 8: Banner/Day Break/Area Text

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

From Strip Designer:

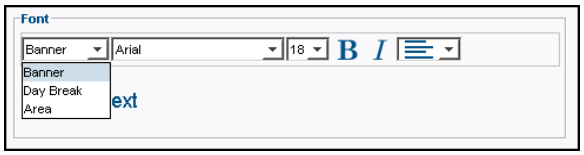
Click on the **Designer Settings** icon.

The Designer Settings window will open.



Designer Settings Options

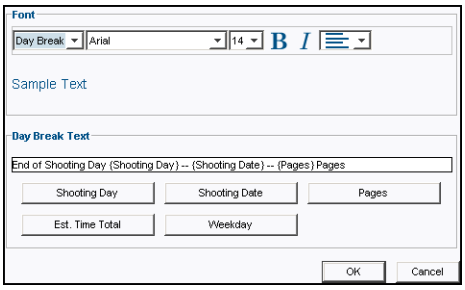
First select whether the Banner, Daybreak, or Area text is to be modified. Each selection has its own settings saved.



Modifying Text Settings

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

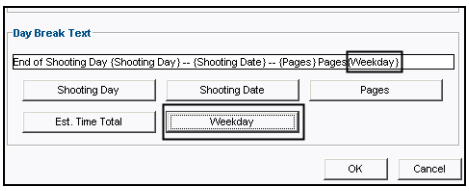
The changes will be applied immediately to a schedule once the layout is saved.



Day Break Text

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

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



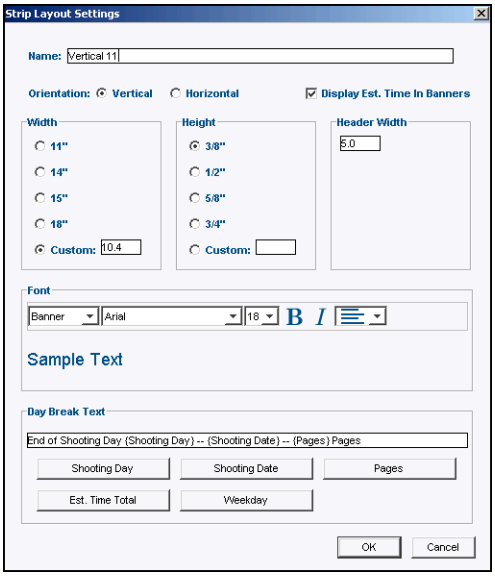
Strip Size

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

From the Strip Designer:

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

The Designer Settings window will open.



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

   Two Methods:

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

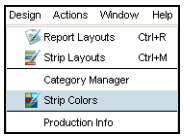
4. Click **OK**.

Section 9: Strip and Strip Text Colors

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

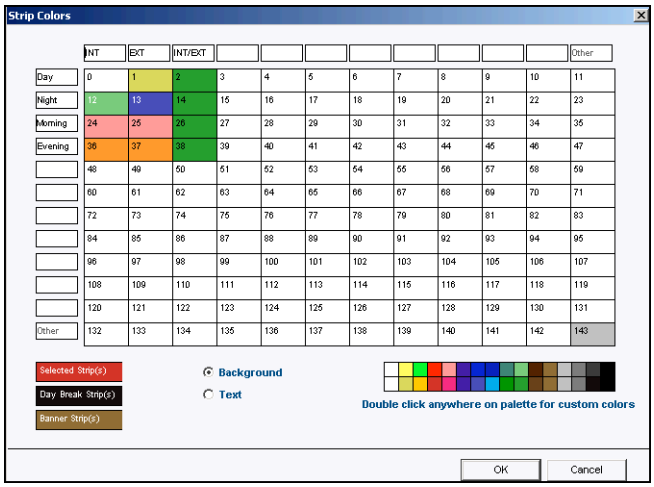
Strip Colors

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



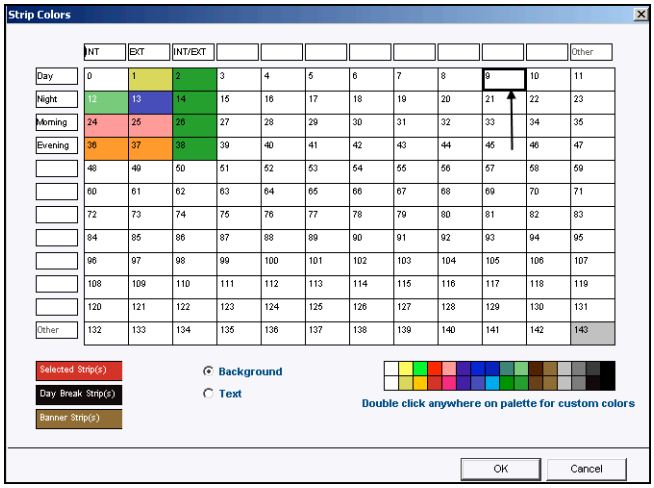
1. Go to **Design** and select **Strip Colors**.

   The Strip Colors window will open.

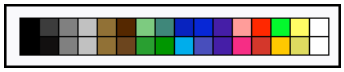


2. Select the field and click on it to assign a color.

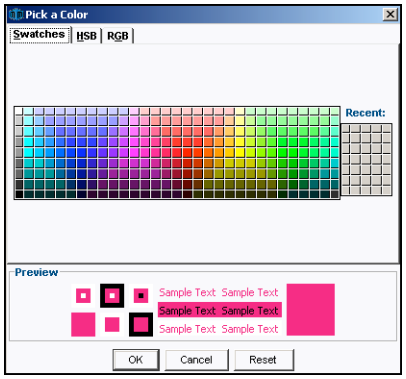
NOTE: If there are no labels in the top cell or left-most cell, they may be added. When added, they will appear in the respective drop-down menus of the Breakdown Sheet.



3. Select a color from the color palette.



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



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

Selected Strip/Day Breaks/Banner Colors

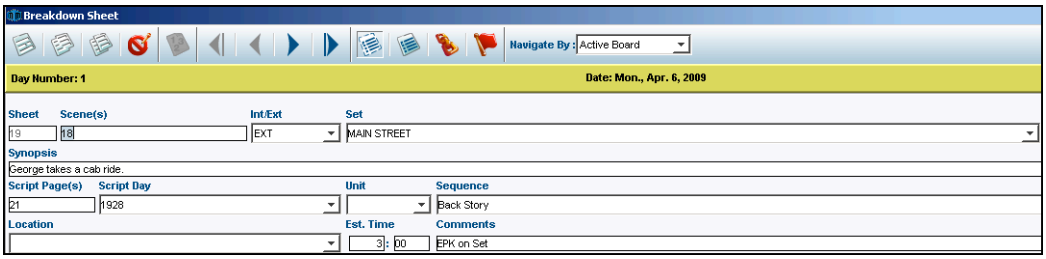
The color of Daybreaks, Banners, and strips can be selected.

From Strip Colors window:

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

The changes will be reflected on the Stripboard immediately.

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



Strip Text Color

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

From the Stripboard:

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

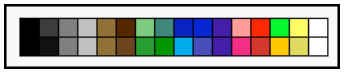
   The Strip Colors window will open.

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

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

   The Text Color editing window will be activated.

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



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

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

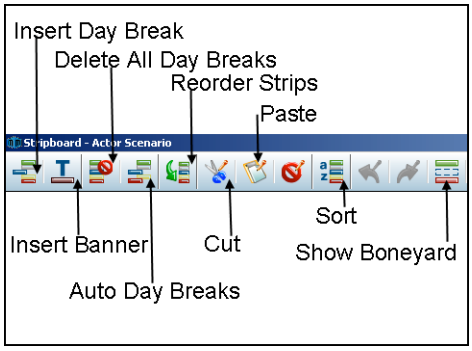
Chapter 14: Scheduling Strips

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

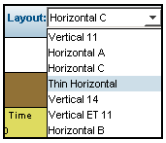
1. Access the Boneyard: Click on the **Show Boneyard** icon.

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

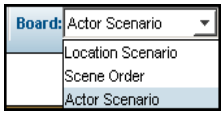
Section 1: Tool Icons



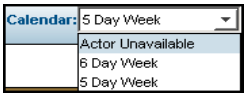
- **Strip Layout**: Allows swapping between Strip Layouts



- **Board**: Allows swapping between different Stripboards



- **Calendar**: Allows swapping between different Calendars



Section 2: Scheduling a Day Break

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

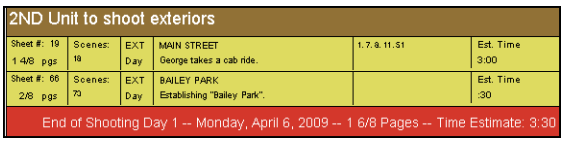
NOTE: Newly inserted Day Breaks appear *after* the selected strip.

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

   Two Methods:

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

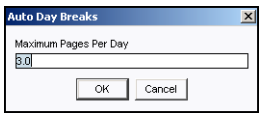
The Day Break will be added to the Stripboard with the Day Break date inside. The dates are set automatically based on the production start date in the calendar assigned to the Stripboard (see the Calendar section for more information).



Auto Day Breaks

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

1. Click on the **Auto Day Breaks** icon.



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

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

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

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

Section 3: Scheduling a Banner

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

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

Section 4: Customize a Banner from the Stripboard

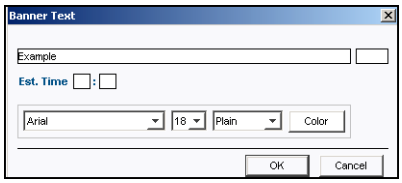
Various options are available for customizing individual Banners. Customizing Banners allows individual Banners to stand out if the information is critical.

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

   Two Methods:

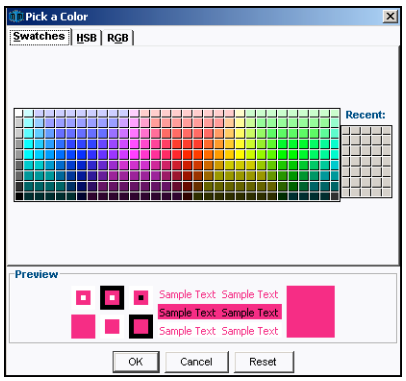
   - Click on the **Insert Banner** icon.
   - Right-click (Mac: CTRL + click) and select **Insert Banner** (CTRL + B / Mac: CMD + B).

3. An Edit box will open.



Choose the options to customize a Banner.

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



- Click on a color.
- Click **OK** to accept the color.

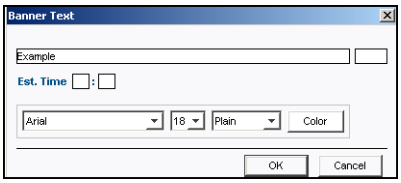
4. Click **OK** in the Edit Box when done.

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

Modify a Customized Banner

1. Double-click on the Banner.

The Edit Box will open.



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

Copy a Banner or Day Break

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

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

Section 5: Delete a Day Break or Banner

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

Two Methods:

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

The selected Banner/Day Break will be deleted immediately.

Section 6: Delete All Day Breaks

Two Methods:

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

All of the Day Breaks will be deleted.

Section 7: Cut and Paste

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

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

Three Methods:

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

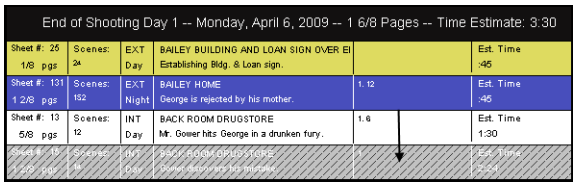
Or

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

Or

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

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



Cut Multiple Strips in Consecutive Order

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

Cut Multiple Strips in Non-Consecutive Order

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

Pasting Strips

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

Three Methods:

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

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

Or

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

Or

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

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

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

Section 8: Delete a Strip

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

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

Three methods:

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

Or

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

Or

1. Press the delete key on the keyboard.

A confirmation window appears.

3. Click **OK.**

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

Delete Multiple Strips in Consecutive Order

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

   The range of strips becomes highlighted.

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

Delete Multiple Strips in Non-Consecutive Order

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

Section 9: Click and Drag Strips

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

Move a Strip from the Boneyard to the Active Schedule

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

Move a Strip from the Active Schedule to the Boneyard

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

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

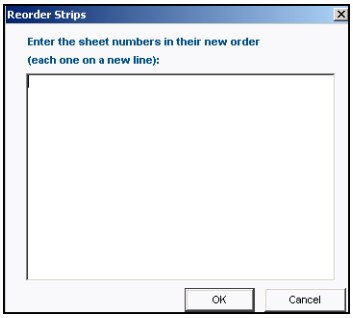
Section 10: Reordering Strips

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

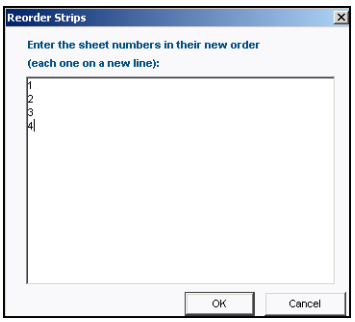
NOTE: It is essential to know the exact order in which strips will ideally appear.

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

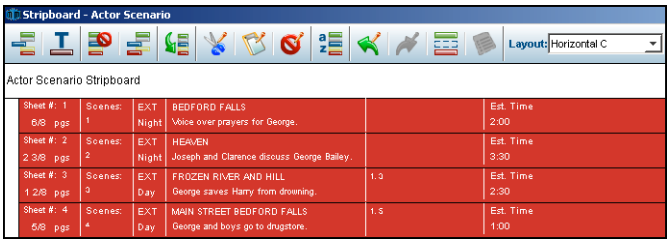
The Reorder Strips window will open.



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



3. Click **OK**.



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

Section 11: Undo/Redo

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

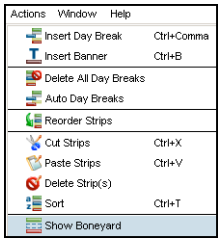
Section 12: The Boneyard

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

Access the Boneyard

Three Methods**:**

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



Or

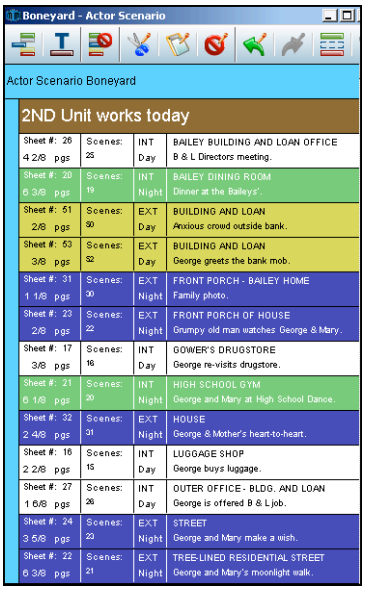
1. Click on the **Show Boneyard** icon.

Or

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

The Boneyard window will open.

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



Move a Strip to the Scheduled Area

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

Or

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

Move Several Strips at a Time

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

Or

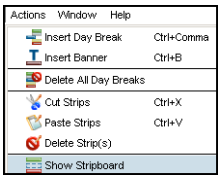
1. Click and drag the strips to the Stripboard window.

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

Access the Active Stripboard from the Boneyard

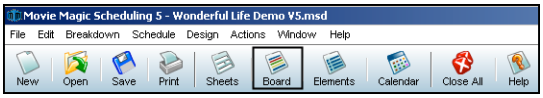
Three Methods:

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



Or

1. Click on the **Show Stripboard** icon.



Or

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

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

Section 13: Hide Header Board Vertical Strip Layout

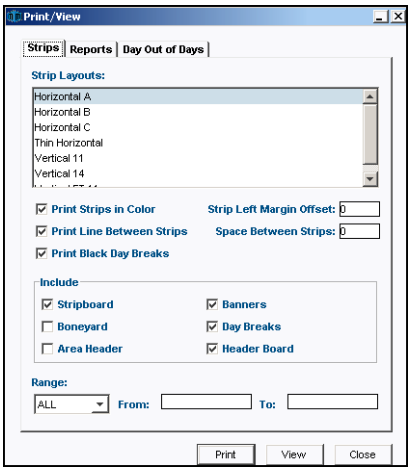
In a Vertical Strip Layout, it is possible to toggle between showing or hiding the Header Board.

Click on the **Hide/Show Header Board** icon.

Section 14: Printing Strips

The strips may be printed.

1. Go to **File** and select **Print/View**.



2. Click on the **Strips** tab.
3. Select the **Strip Layout** to be printed.
4. Select the options to be applied to the printed strips.
5. Choose to print all the strips or select a specific Range.

- **ALL**: Prints all the strips in the active Stripboard
- **SELECTED**: Prints selected strips (in red) in the active Stripboard
- **DAYS**: Prints a range of scheduled days from the active Stripboard
- **DATES**: Prints a range of scheduled strips between specific dates from the active Stripboard
- **SCENES**: Prints a range of specific scene numbers from the active Stripboard
- **SHEETS**: Prints a range of specific sheet numbers from the active Stripboard

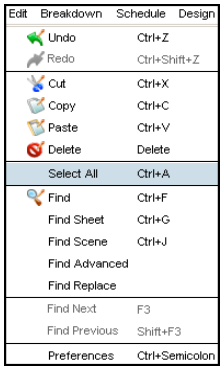
6. Click on **View** for a print preview, or click **Print** to print the strips immediately.

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

Chapter 15: Find Tool

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

Section 1: Access Find



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

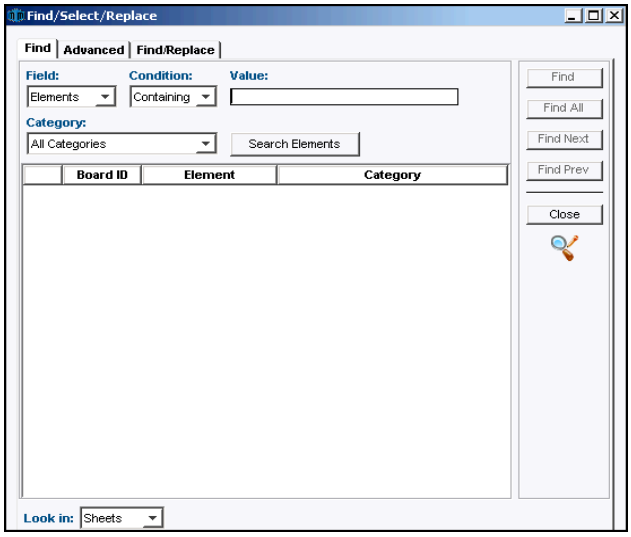
   The Find/Select window will open.

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

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

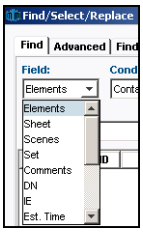
Section 2: Find Window Navigation

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



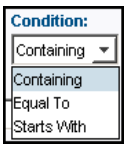
Field

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



Condition

Specify parameters to narrow Find results.



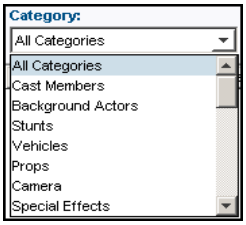
- **Equal To**: To find results that exactly match the Value entered
- **Containing**: To find results that contain segments (either whole phrases or single words) of the Value entered
- **Starts With**: To find results that begin with the Value entered

Value

Enter the data being searched for.

Category

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



Search Elements

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

Look In

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

Find Buttons

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

Section 3: Using Find

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

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

4. Specify a **Value**.

   Two Methods:

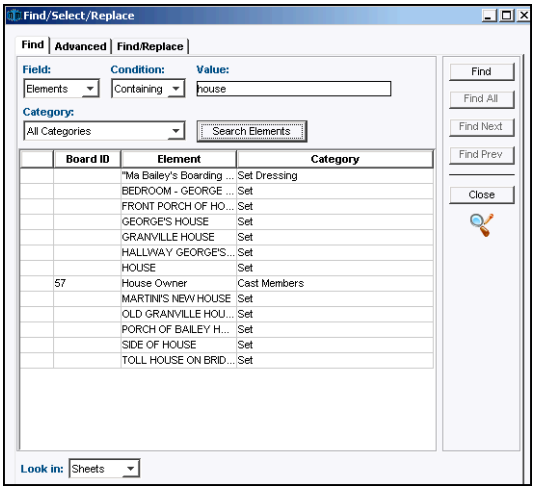
   - Type in the **Value** to search for.
   - Select the **Element** to search for (available for Element search only).

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

Search Elements

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

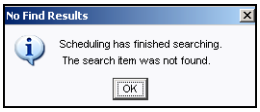
1. Select **Element** from the Field menu.
2. Specify the **Condition** for the search.
3. Specify the **Category** in which to search. Selecting **All Categories** will yield the most results.
4. Select or enter an **Element** for the **Value** field.
5. Click the **Search Elements** button.



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

No Results

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



Section 4: Find All, Find Next, Find Prev

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

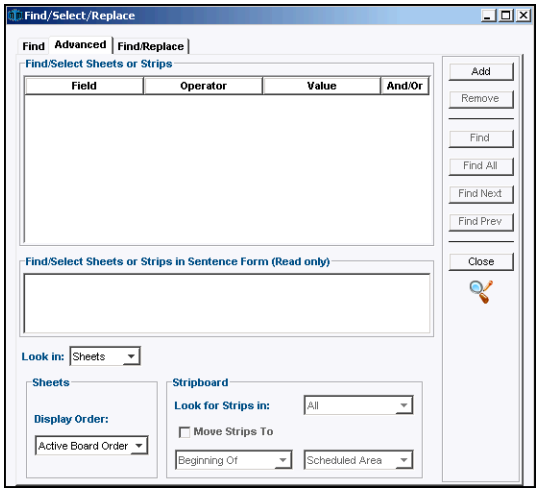
Chapter 16: Advanced Find

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

Section 1: Access Advanced Find

Two Methods:

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

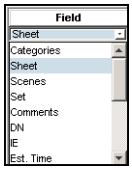


Section 2: Advanced Find Navigation

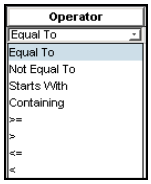
Find/Select Sheets or Strips

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

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



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



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

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

Add/Remove Buttons

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

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

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

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

Look In

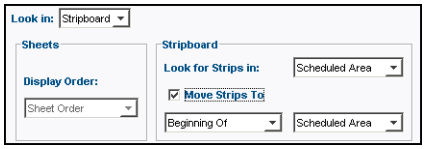
This operation is the same as the **Look in** option for regular **Find**. This specifies the location in which the search will be conducted: **Breakdown Sheets** or **Stripboard**.

Sheets

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

Stripboard

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



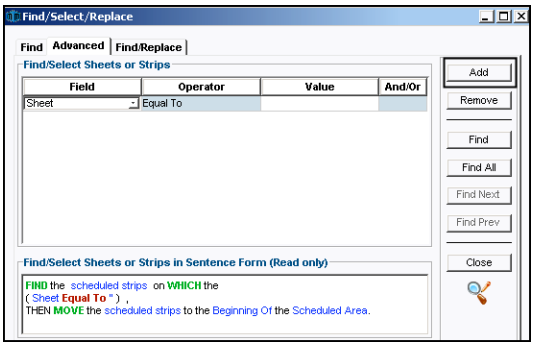
Find Buttons

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

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

Section 3: Using Advanced Find

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

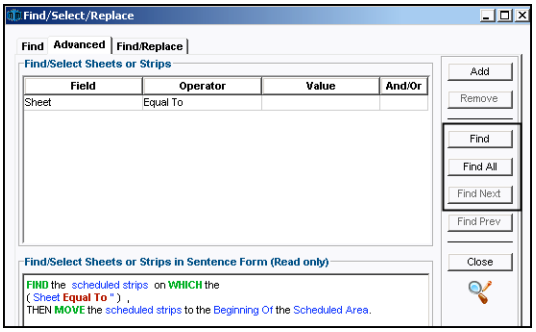


2. Click on the **Field** and select from the drop-down menu.
3. Click on the **Operator** field and select from the drop-down menu.
4. Click on the **Value** field and enter or select from the drop-down menu.

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

5. Select a **Look in** option.

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



The Find results will appear in the specified format.

Additional Search Parameters

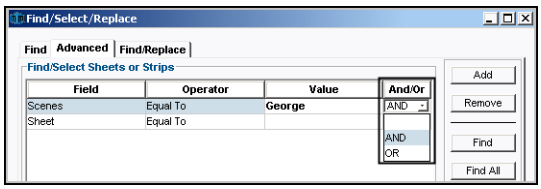
Additional entries may be made to the Advanced Find list with different search parameters.

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

- **Or**: The Find tool will find Elements that meet either the first OR additional entry parameters. This usually yields more results because the Elements can meet either search parameter.

After entering the first Find entry as detailed above:

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



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

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

The results will display in the selected format.

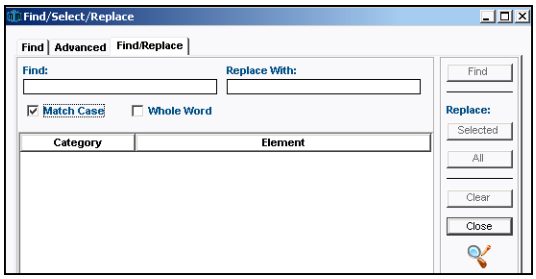
Section 4: Find/Replace

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

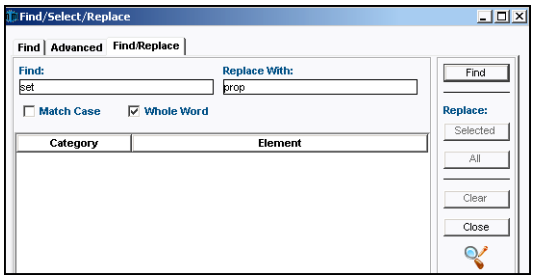
Access Find/Replace

Two Methods:

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



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



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

Use Find/Replace

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

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

Or

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

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

The word or phrase will be replaced immediately.

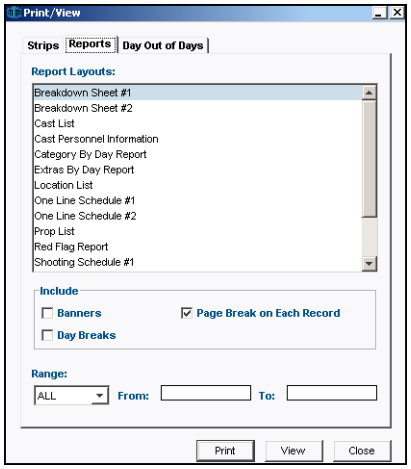
Chapter 17: Reports

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

Section 1: Printing Reports

Access Print/View Reports

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



The Reports Print/View window will become active.

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

Section 2: Generating Reports

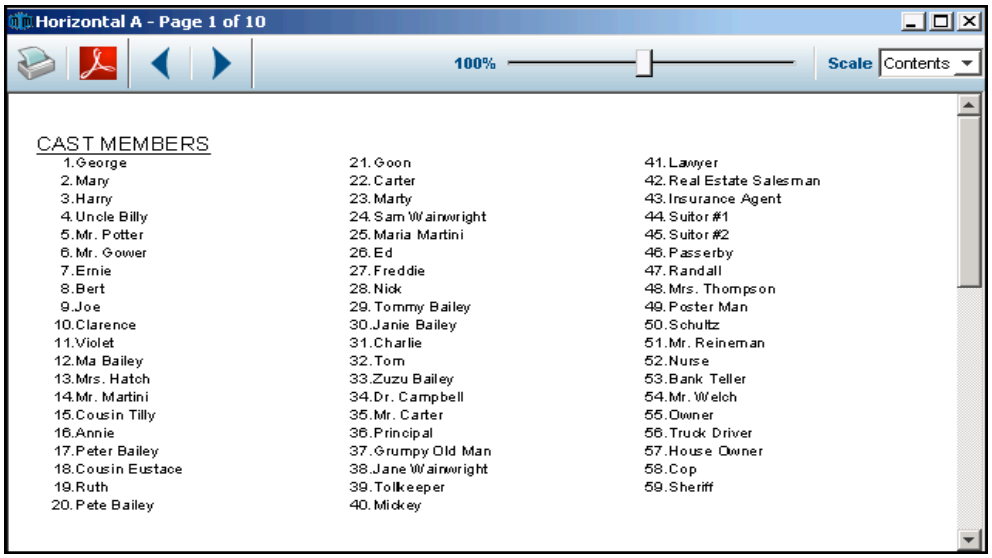
Print Reports

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

View Reports

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

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



The selected report view will open immediately.

Report View Navigation

1. Use the blue arrow buttons in the top of the window to scroll through the report pages.

2. Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report (Mac: The PDF option is available in the print dialog. Click **Print** and then **Save as PDF**).

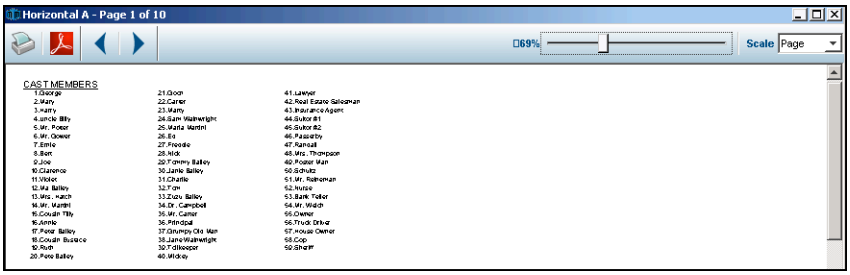
Section 3: Print/View — Print Scaling

Movie Magic Scheduling 5 offers the flexibility to view and print any reports, including strips, Breakdown Sheets, one line schedules and Day Out of Days, in various sizes through print scaling. There is the option to choose either **Scale by Page** or **Contents**.

Scale by Page

The Page setting scales the entire page as a whole before printing.

1. Drag the scaling bar to the left to decrease the size of the page.



Or

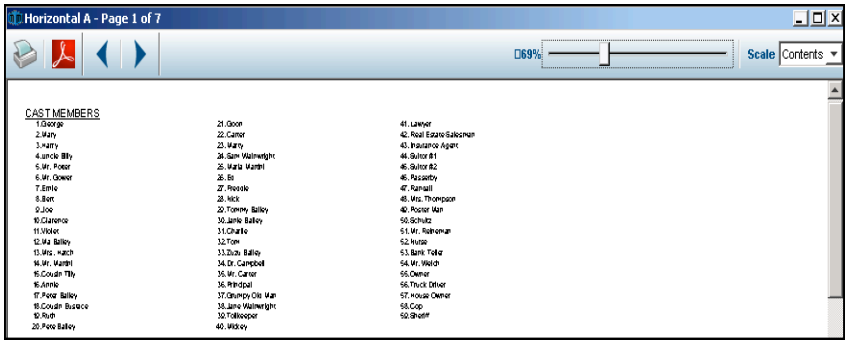
2. Drag the scaling bar to the right to increase the size of the page.

3. Click on the **Print** icon to print or Click on the **PDF** icon to create a PDF of the report. (Mac: The PDF option is available in the print dialog. Click **Print**, and then **Save as PDF**).

Scale by Contents

The contents selection adds more content to the page as it scales down and removes content as it scales up. This is helpful for fitting more information on the page before printing.

1. Click in the **Scale** field and select **Contents**.
2. Drag the scaling bar to the left to decrease the size of the contents.



3. Drag the scaling bar to the right to increase the size of the contents.

4. Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report.

NOTE: If there is a large report to print, test print one page to see if the report is printing according to the intended size. At any time, it is possible to increase or decrease the size of a report by moving the scaling bar farther to the left or right.

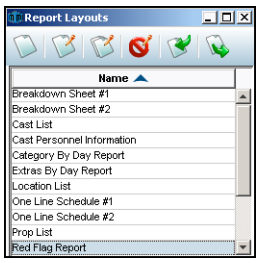
Chapter 18: Report Design

The design of reports may be changed, including the layout and content. The same design tools are applicable for both Strip Layout and Report Layout design. Please refer to **Chapter 13: Strip Designer** for detailed information using the design tools.

To access the Report Layout Manager

1. Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).

The Report Layout Manager will open.



Section 1: Report Designer

Accessing Report Designer

<u>Two Methods:</u>

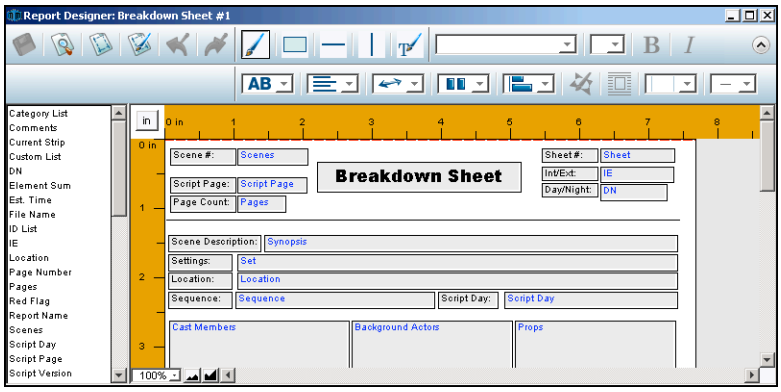
From the Report Layout Manager

1. Double-click on the report name.

Or

1. Select a report by clicking on the name.
2. Click on the **Edit File** icon.

The Report Designer window for the selected report will open.



Report Designer Tools

The Report Designer and Strip Designer tools are exactly alike with the exception that the Report Designer contains the Growable icon. Refer to **Chapter 10: Strip Designer** for detailed information on using the design tools.

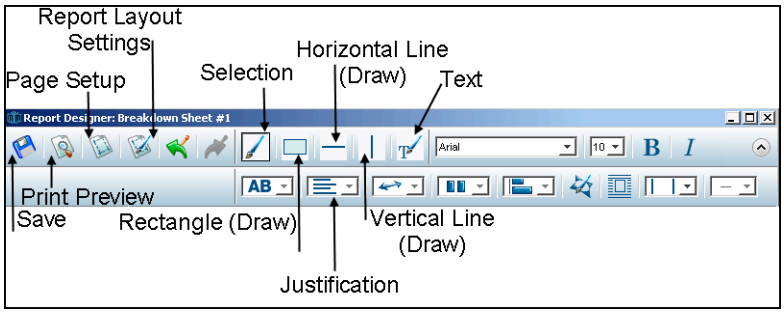
Growable Text

Growable boxes expand or retract downwards and upwards to accommodate all of the necessary data.

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

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

Report Designer Toolbar



- **Save**: Saves the most recent changes made to the Report Design
- **Print Preview**: Displays the report exactly as it would look if printed
- **Page Setup**: Displays the page layout settings for paper size, margin adjustment, and orientation
- **Report Layout Settings**: Accesses the Report Layout Settings window offering different report options
- **Undo**: Undo the last action
- **Redo**: Redo the last action that was undone
- **Selection Arrow**: Allows for selecting report Elements
- **Box (Draw)**: Creates (draws) a box
- **Horizontal Line (Draw)**: Creates (draws) a horizontal line
- **Vertical Line (Draw)**: Creates (draws) a vertical line
- **Text Box**: Creates box in which text can be typed
- **Text Orientation**: Orients all text displayed within the selected text box
- **Justification**: Justifies text to the left, center, or right of the box

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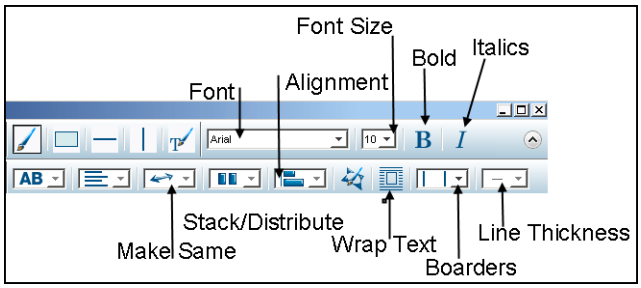
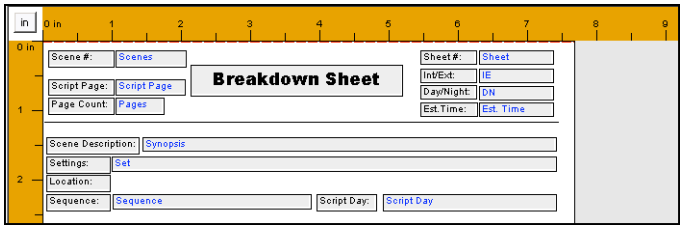


- **Make Same**: Sizes the new box to be the same as the selected (current) box
- **Stack/Distribute**: Horizontally or vertically stacks/distributes boxes, nearer to or farther away from the top left-most box
- **Alignment**: Aligns the new box with the selected (current) box
- **Wrap Text**: Separates text into as many lines as can be accommodated in the box
- **Borders**: Places an underline, overline, or box in a selected field; to see borders, select **Print** or **Print Preview**
- **Font**: Lists font options for strip text
- **Font Size**: Lists font size options for strip text
- **Bold**: Bolds selected text
- **Italicize**: Italicizes selected text
- **Line Width**: Designates width options for lines drawn

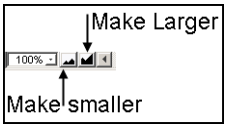


The sheet is bordered by rulers to assist with design.

The boxes inside the layout represent the Categories shown in a report. The arrangement of the boxes visually represents a Report Layout. For example, the box with the word “Scenes” is placed where the Scene number is placed on a report.

Zoom

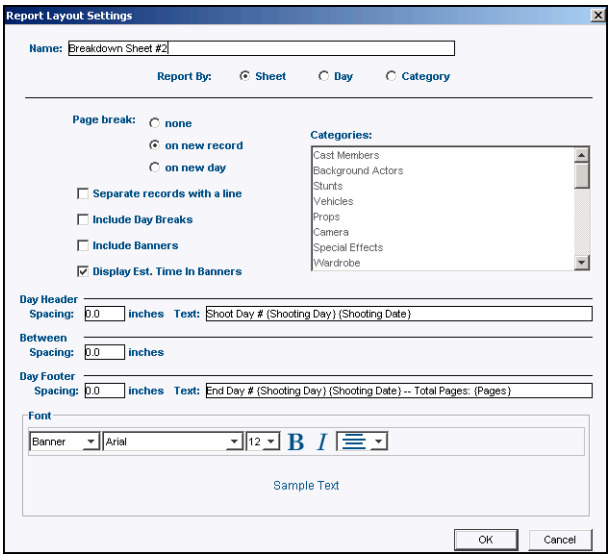
“Zoom in” on a Report Layout to view it better when designing a report. Or, “zoom out” to see more of the layout at a reduced size. Content may also be modified when using the Zoom option.



Report Layout Settings Window

1. Click on the **Report Layout Settings** icon, which is located on the toolbar.

The **Report Layout Settings** window will open.



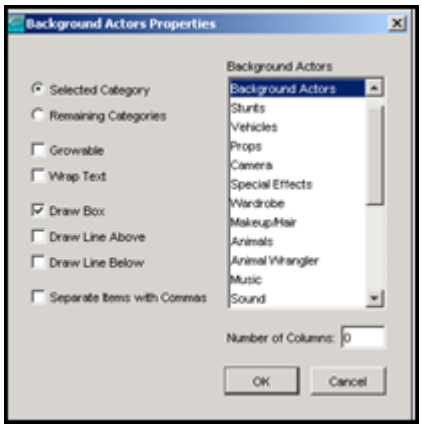
2. Select which type of report is to be created:
   Sheet: These reports create a new record for every breakdown sheet that is in a schedule.
   Day: This report creates a new record for every day that is in a schedule. All the Breakdown Sheets in a day are summarized in one record.
   Category: This report creates a new record for every Element that is in a selected Category. For example, a Cast Members Category report would create a record for every cast member in that Category. These are useful for reports such as cast lists.

> **NOTE**: If **Category** is selected as the report type, a Category must be selected from the list provided in the dialog window.

3. Depending on the report type, it is possible to select page break options as well as whether to include separator lines, banners or daybreaks.
4. The default day header and footer (the text at the beginning and end of the record) is provided for use (the text at the beginning and end of a record). These can be modified to include customized text.
5. At the bottom, font settings can be modified for the Banners and Day Breaks.

Element Box Properties Window

1. Double-click on a Category box.

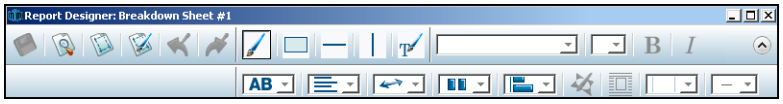


The Properties window for that Element box will open.

2. Make any changes necessary and click **OK**.

Section 2: Creating New Report Elements

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



Selecting and Using Tools

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

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

3. Click and hold the (left) mouse button (Mac: click and hold), while moving the cursor in the direction the new components are to be drawn.
4. Once satisfied with the new Element, release the mouse.
5. If a text box was created, an Edit window will open where new text can be entered.
6. Click **OK** when finished.

   The new Element will appear on the Report Layout with small black pegs (squares) at each corner. These black squares allow for resizing the Element, e.g., making a line longer or a box bigger.

Resizing Boxes

1. Click on the **Selection Tool** icon.
2. Select the Element to altered or reshaped.

As the Selection Tool is used to select the Element, small black pegs appear at each corner of the line or square. The pegs automatically appear if a new Element was just drawn.

3. Grab one of the pegs by clicking and holding down the left mouse button.
4. Move the cursor until satisfied with the shape of the Element.
5. Release the mouse button.

Changing Report Categories

The layout of the report can be maintained, while changing what each box represents.

1. Double-click on an Element box.

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

2. Select the Category for the box to represent.
3. Click **OK**.

The new Category will replace the former Category.

Adding New Element Boxes

Add new Element boxes to a Report Design by selecting from the side list of Categories.

1. Click and hold on the Element to be added.

   This will highlight the Element.

2. Drag the cursor to the location in the report in which the new Element box is to appear.
3. Release the mouse button.

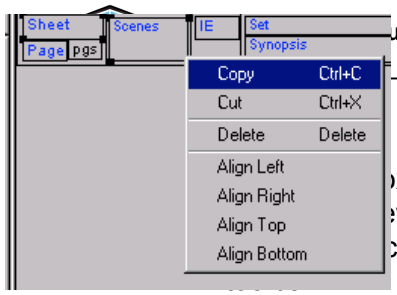
   The new Element box will appear in the place the mouse button was released.

Aligning Element Boxes

Newly added Element boxes will not align automatically to the Categories already on a report. Shift Element boxes into place with the Alignment tool. More than one box must be selected for the Alignment option to be active.

From Strip Designer:

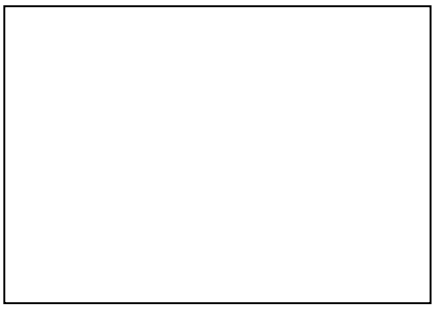
<u>Two Methods:</u>



x to align the new box with.
w box.
tion from the Alignment drop-down menu, located on the

Or

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



There are also Make Same, Stack, and Distribute drop-down menus, as in the Strip Designer.

Aligning a Newly Added Box

From a Report Design:

1. Add a new Element box by selecting from the side list of Categories.
2. Select the existing box and then the new one by using **CTRL-Click** (Mac: CMD-Click).
3. Select and click an **Align** button.

The new box will be aligned with the previously selected existing box. The alignment will also be reflected on the printout of this Report.

Aligning Two Existing Boxes

1. Select an **Element** box from the Report Design.
2. Hold down the **Control** (CTRL; CMD) key on a keyboard.

3. Select a second **Element** box.

Both boxes will be selected, and the Align buttons will become active on the toolbar.

4. Select and click an **Align** button.

   The second box will be aligned with the first box. The alignment will also be reflected on the printout of this report.

5. Repeat the same steps for any other field to be changed.
6. Click on the **Save** button.
7. Close the Report Designer.

Section 3: Report Text Appearance

The Text Appearance design tools for Report Designer are identical to those for Strip Designer. Please refer to **Chapter 13: Strip Designer** for detailed information.

Font

1. Select the **Element** box to change its font.
2. Select a **Font** from the drop-down menu, located on the toolbar.

Font Size

1. Select the **Element** box to change its font size.
2. Select a **font size** from the drop-down menu, located on the toolbar.

Bolding or Italicizing

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

Changing Text Direction

Change the direction of the text in each Element box.

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

Justify Text

Movie Magic Scheduling 5 allows for formatting the text within each Element box.

1. Select a **Element** box.
2. Select a **Text Justification** from the drop-down menu, located on the toolbar.

Text-Wrapping

Text-Wrapping addresses the left/right restrictions on text box size. If a long sentence is entered into a short box, the text will be separated into as many lines as can be accommodated in the box.

Wrap Text Icon Method:

1. Select an Element box.
2. Click on the **Wrap Text** icon, located on the toolbar.

Property Window Method:

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

Outside Border

It is possible to place an underline, overline, or box in a selected field. The border selections will not be apparent in Report Designer. Go to either **Print** or **Print Preview** to see the borders.

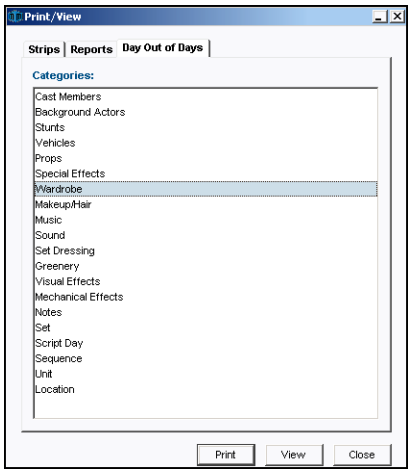
1. Select the field to apply a border to it.
2. Click on the **Outside Border** icon to show a drop-down menu.
3. Select the option to apply to the selected field.
4. **Print** or **Print Preview** to view the border selection.

Chapter 19: Day Out of Days

A Day Out of Days report shows the dates and times that selected Category elements are being utilized. “Cast Members” is the Category most commonly selected for report generation with this function.

Section 1: Creating a Day Out of Days Report

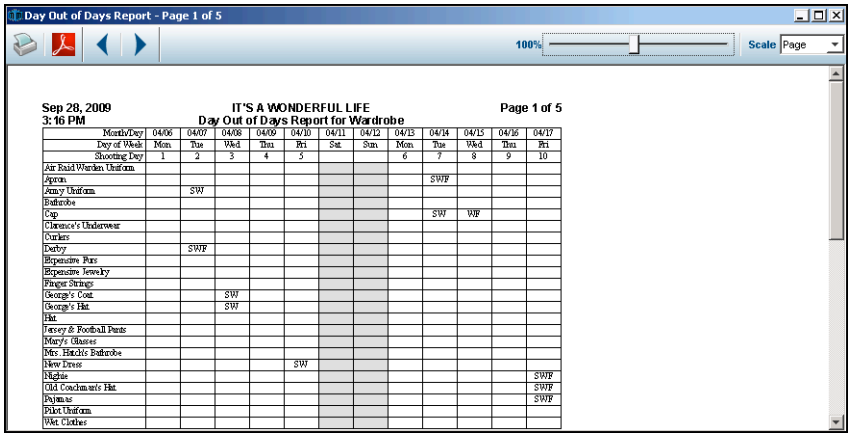
1. Go to **File**, select **Print/View** (CTRL + P / Mac: CMD + P).
2. Click on the **Day Out of Days** tab.



The Day Out of Days window will open.

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

NOTE: If no Day Breaks are set or if there are no strips in the Scheduled area, a Day Out of Days report will be unavailable.



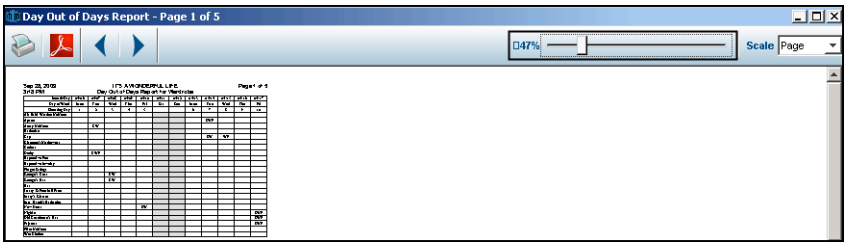
Month/Day	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17
Day of Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Shooting Day	1	2	3	4	5			6	7	8	9	10
Air Raid Warden Uniform												
Apron									SWF			
Army Uniform		SW										
Bathrobe												
Cap									SW	WF		
Clarence's Underwear												
Curlers												
Derby		SWF										
Expensive Furs												
Expensive Jewelry												
Finger Strings												
George's Coat			SW									
George's Hat			SW									
Hat												
Jersey & Football Pants												
Mary's Glasses												
Mrs. Hitch's Bathrobe												
New Dress					SW							
Nightie												SWF
Old Coachman's Hat												SWF
Pajamas												SWF
Pilot Uniform												
Wet Clothes												

The Day Out of Days report for the Category selected will display immediately. Use the right or left navigation arrow to scroll through multiple page reports. Typically, a Day Out of Days report is read from left to right. Use the Right Navigation arrow to scroll to the last page of the report.

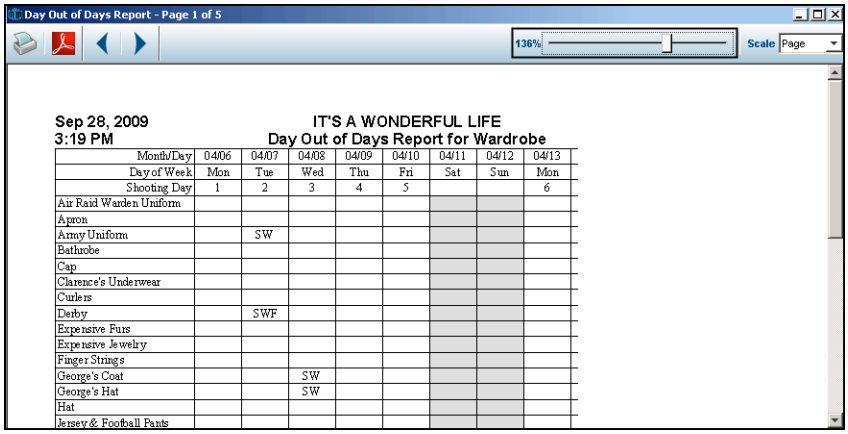
5. Use the **Print Scaling Bar** to increase or decrease the size of a report.

Scale by Page

- Page is the default setting.
- Drag the scaling bar to the left to decrease the size of the page.

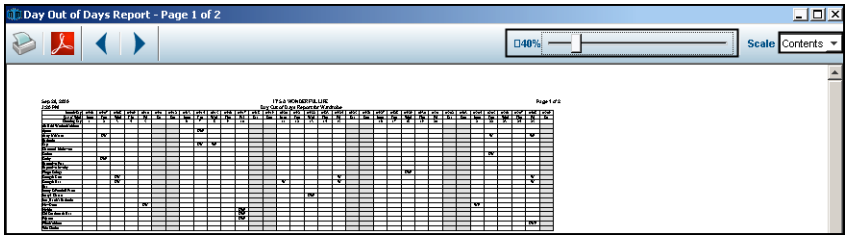


- Drag the scaling bar to the right to increase the size of the page.

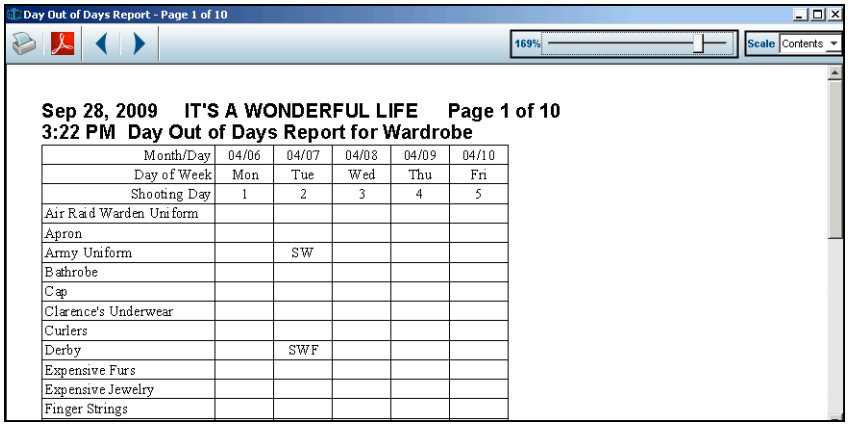


Scale by Contents

- Click in the **Scale** field and select **Contents**.
- Drag the scaling bar to the left to decrease the size of the contents.



- Drag the scaling bar to the right to increase the size of the contents.



Month/Day	04/06	04/07	04/08	04/09	04/10
Day of Week	Mon	Tue	Wed	Thu	Fri
Shooting Day	1	2	3	4	5
Air Raid Warden Uniform					
Apron					
Army Uniform		SW			
Bathrobe					
Cap					
Clarence's Underwear					
Curlers					
Derby		SWF			
Expensive Furs					
Expensive Jewelry					
Finger Strings					

- Click on the **Print** icon to print or on the **PDF** icon to create a PDF of the report.

Day Out of Days Totals

Scroll to the end of a Day Out of Days report to view the Totals, such as the total number of Work or Hold days for which an Element is scheduled.

Section 2: Day Out of Days Totals: Column Definitions

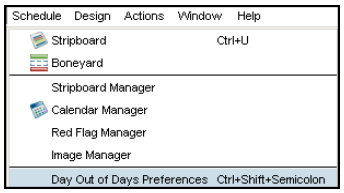
Column Label:	Information displayed:
Co. Travel	The Company Travel Days total for the Element
Work	The Work Days total for the Element
Hold	The Hold Days total for the Element
Holiday	The Holidays total between the Element's start and finish days
Start	The Element's scheduled start date
Finish	The Element's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

Day Out of Days Preferences

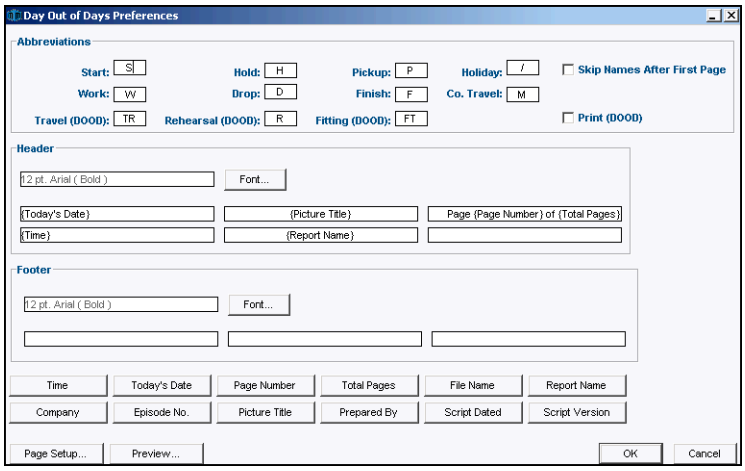
Abbreviations used in a Day Out of Days report may be edited and preferences can be set to skip the names after the first page. It is also possible to determine what information will be displayed in the headers and footers of the report.

To access the Day Out of Days Preferences window:

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.

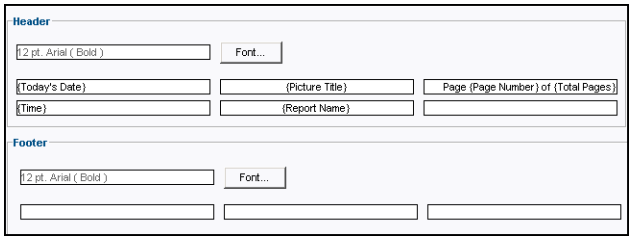


2. Make the necessary edits and changes to the **Abbreviations** settings.

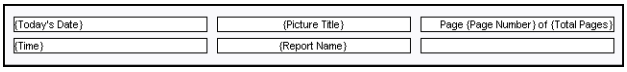
> **NOTE**: Abbreviations can contain only one letter.

3. **Skip Names After First Page:** Select not to have the Element names repeat on every page
4. **Print (DOOD):** Select for DOODs Red Flags to appear on the report
5. Enter the information to appear in the report header and footer. Do this by placing the cursor in one of the Header/Footer fields and clicking on the buttons below or by typing in information.

> **NOTE**: The text boxes represent the left, center, and right areas of the header and footer. There are two rows in the header area and one row in the footer.



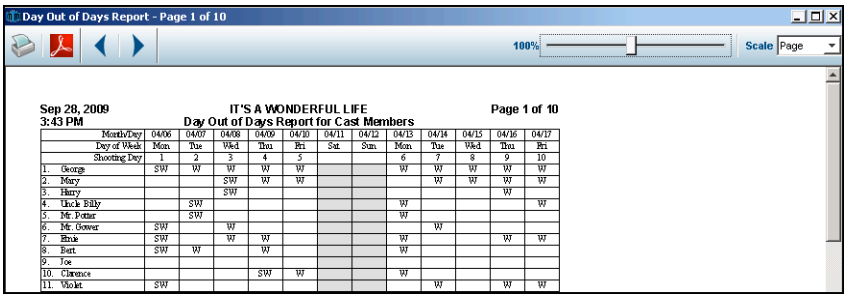
NOTE: More than one type of information can be placed in each box by clicking additional buttons. The information selected will appear as Interpreted Text, which is standard text that is enclosed in curly braces ({ }). The text between the curly braces refers to a set of established fields in the scheduling application. When Interpreted Text is rendered, the value of the named field replaces the Interpreted Text.



6. Click the **Font** button to change the font settings of either the header or footer.

NOTE: The font settings apply to all fields of the header or footer, respectively.

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



Month/Day	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17
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	10
1. Georgs	SW	W	W	W	W			W	W	W	W	W
2. Mary			SW	W	W				W	W	W	W
3. Harry			SW								W	
4. Uncle Billy		SW						W				W
5. Mr. Potter		SW						W				
6. Mr. Gower	SW		W						W			
7. Ernie	SW		W	W				W			W	W
8. Bert	SW	W		W				W				
9. Joe												
10. Clarence				SW	W			W				
11. Violet	SW								W		W	W

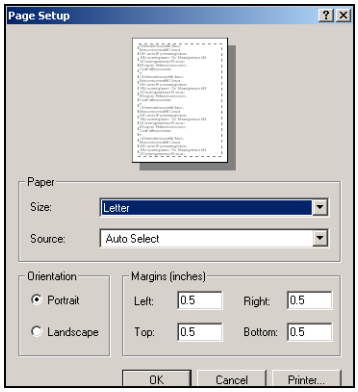
8. Click **OK** to save preferences.

Page Setup

There is the option within the application to set up basic page preferences, like the paper and margin sizes of the report and page orientation.

From the Day Out of Days Preferences window:

1. Click on the **Page Setup** button.



Margins

The report margin preferences can be set in the Day Out of Days window via the Page Setup Dialog box. Nothing is printing in the margin areas of a report page.

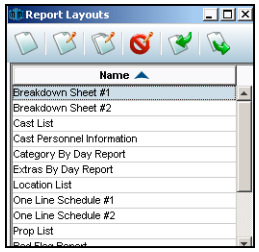
Chapter 20: Exporting and Importing Report and Strip Layouts

Movie Magic Scheduling 5 allows for exporting report and strip layouts that can be imported for use in other Movie Magic Scheduling 5 files.

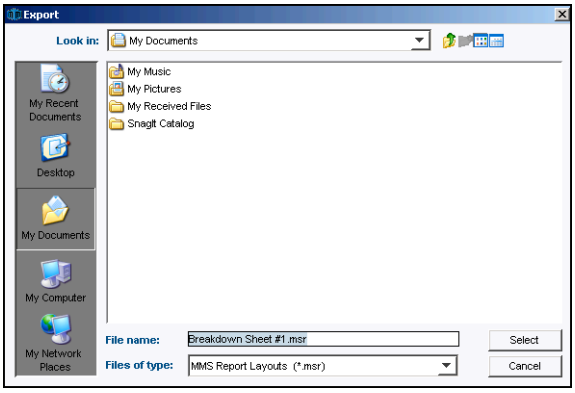
Section 1: Export a Report Layout

1. Open the schedule or open a new schedule from a template where the Report Layout is to be exported.
2. Access the Report Layout Manager.
   - Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).
3. Select the Report Layout to be exported.
4. Click on the **Export** icon.

.



The Export window will immediately open.

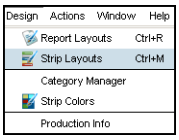


5. Rename the file if need be.
6. Click the **Select** button.

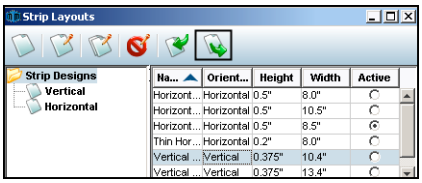
NOTE: The exported file will be saved with a file extension of **.msr** in the Strip and Report Layout folder unless another location is chosen.

Section 2: Export a Strip Layout

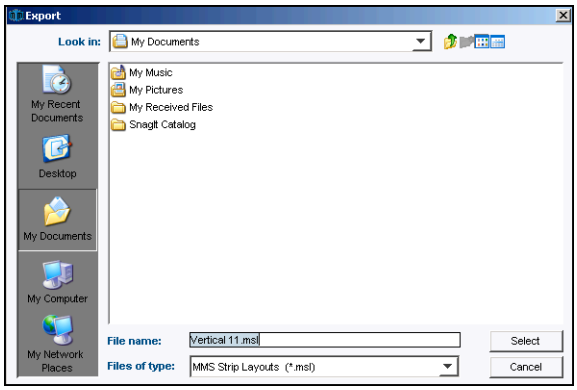
1. Open the schedule or open a new schedule from a template where the Strip Layout is to be exported.
2. Access the Strips Layout Manager
   - Go to **Design** and select **Strips Layout** (CTRL + M / Mac: CMD + M).



3. Select the Strip Layout to export.
4. Click on the **Export** icon.



The Export window will immediately open.



5. Rename the file if need be.
6. Click the **Select** button.

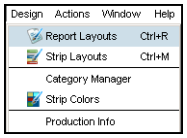
NOTE: The exported file will be saved with a file extension of **.msl** in the Strip and Report Layout folder unless another location is chosen.

After export files are created of either reports or Strip Layouts, they become available for importing into a schedule.

Section 3: Import a Report Layout

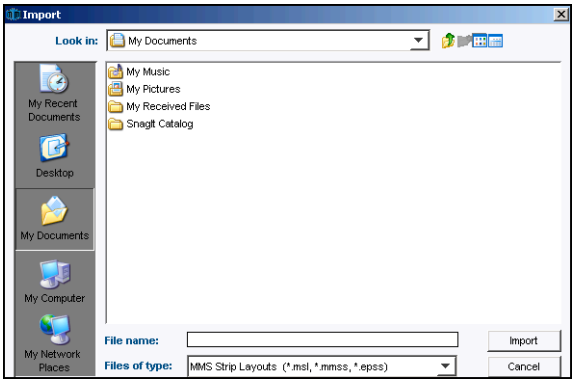
1. Open the schedule or a new schedule from a template to import a previously exported Report Layout file.
2. Access the Report Layout Manager:

- Go to **Design** and select **Report Layout** (CTRL + R / Mac: CMD + R).



3. Click on the **Import** icon.

The Import window will immediately open.

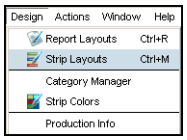


4. If exported files were saved elsewhere, click the **down arrow** at the **Look in** box and navigate to the location of the exported file.
5. Select the file to be imported and click on the **Open** button.

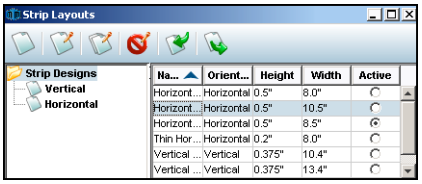
The file will be imported and will appear alphabetically in the list with the existing Report Layouts and is available for use.

Section 4: Import a Strip Layout

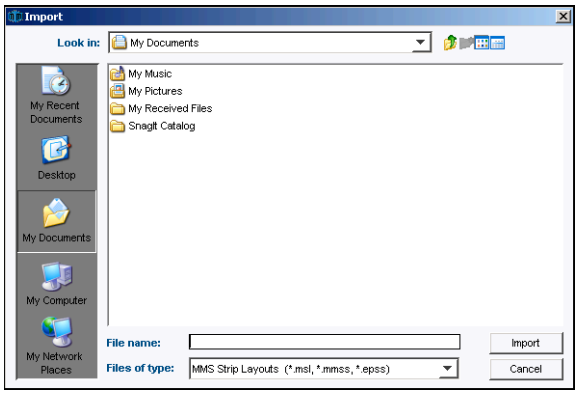
1. Open the schedule or a new schedule from a template to import a previously exported Strip Layout file.
2. Access the Strips Layout Manager:
    - Go to **Design** and select **Strips_Layout** (CTRL + R / Mac: CMD + R).



3. Click on the **Import** icon.



4. The Import window will immediately open.



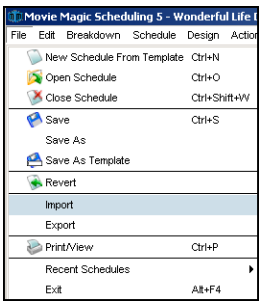
5. An exported file saved in the Strip and Report Layouts default folder, will be visible at this point.
6. If an exported file was saved elsewhere, click the **down arrow** at the **Look in** box and navigate to the location of the exported file.
7. Select the file to be imported and click on the **Open** button.
8. The file will be imported and will appear alphabetically in the list with the existing Strip Layouts and is immediately available for use.

Chapter 21: Importing Files

Movie Magic Scheduling 5 allows users to import data from Script Export (.sex) files, as well as Final Draft® 8 (.FDX) files.

To import a Script Export file:

1. Open the schedule or open a new schedule from a template where .sex files are to be imported.
2. Go to **File**, and select **Import**.
3. Select the Script file to import into Movie Magic Scheduling 5.



4. Click **Import**.
5. All of the Categories, set descriptions, and Elements from that .Script file will be imported into the active schedule.

Chapter 22: Opening EP Scheduling Files

Open EP Scheduling files directly in Movie Magic Scheduling 5.

To open an EP Scheduling File:

1. Go to **File**, select **Open Schedule** (CTRL + O / Mac: CMD + O).
2. The Schedule File window will open.
3. Select the EP Scheduling file (.epsd) to be opened.
4. Click **Open**.

A copy of the EP Scheduling file will open, converted into a Movie Magic Scheduling 5 (MMS 5.0) file. The original EP Scheduling file will remain intact. Conduct a **Save As** to change the name of the new Movie Magic Scheduling 5 file and save any changes made in the new schedule.

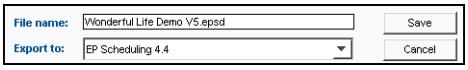
NOTE: Before a save is complete, a warning message will appear to advise creating an export to share MMS 5.0 files with EPS 4.4 users.

The new saved file will now have a file extension of .mmsd.

Chapter 23: Exporting to EP Scheduling 4.4

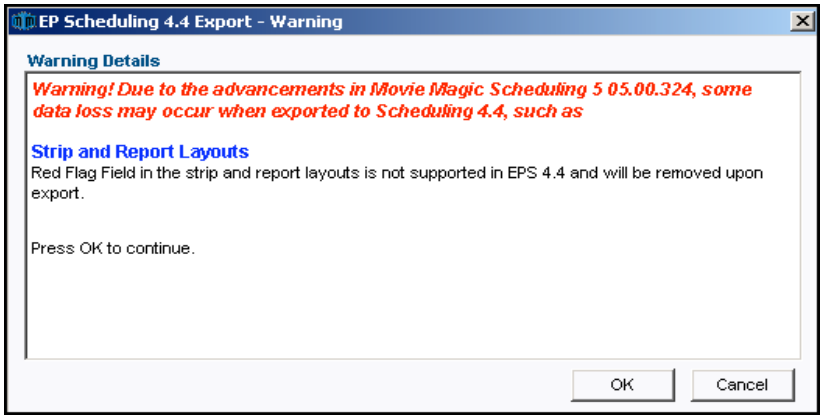
Create an export of a Movie Magic Scheduling 5 file to share with EP Scheduling 4.4 users.

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



The Export window will open.

2. EP Scheduling 4.4 is the default for the Export To field.
3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
4. Click **Save**.
5. A warning message will then display. Click **OK** to continue.



The file will be exported and will be accessible by EP Scheduling 4.4 users.

NOTE: Due to advancements in Movie Magic Scheduling 5 not all enhancements are supported in EP Scheduling 4.4. Red Flags are not supported in the strip and report layouts.

Chapter 24: Opening Movie Magic Scheduling Classic Files

Movie Magic Scheduling 5 allows for opening Classic Movie Magic Scheduling files directly in the application as if they were a Movie Magic Scheduling 5 file.

To open a Classic Movie Magic Scheduling Classic file:

1. Go to **File** and select **Open Schedule** (CTRL + O Mac: CMD + O).
2. The Schedule File window will open.
3. Select the Classic Movie Magic Scheduling file (.mms) to be opened.
4. Click **Open**.

A copy of the selected Classic Movie Magic Scheduling file will be converted into a Movie Magic Scheduling 5 file with an .msd file extension. The original Classic Movie Magic Scheduling file will remain intact.

Conduct a **Save As** to change the name of the new Movie Magic Scheduling 5 file and to save any changes made in the new schedule.

NOTE: Before completing saving the file, a warning message will appear to advise for creating an export to share MMS 5.0 files with Classic Movie Magic 3.7 users.

Chapter 25: Exporting to Classic Movie Magic Scheduling 3.7

It is possible to create an export of a Movie Magic Scheduling 5 file to share with Classic Movie Magic Scheduling 3.7 users.

1. Go to **File**, select **Export**. The **Export** window will open.
2. Select Classic Movie Magic Scheduling 3.7 for the Export To field.
3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
4. Click **OK**.

A warning window will appear with an alert that data that may not transfer to Classic MMS 3.7 because of advancements made to Movie Magic Scheduling 5.

Once the export is complete, an Export Status window will appear. At this point, it is possible to review, save, or print the report that is generated.

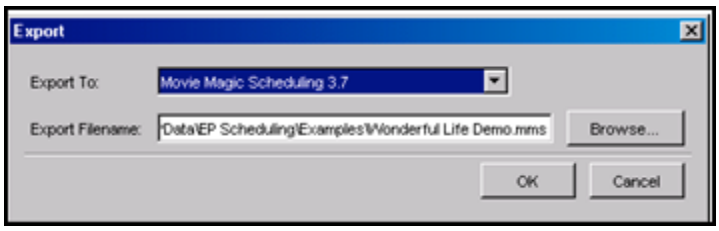
The file will now be accessible to Classic Movie Magic Scheduling 3.7 users.

NOTE: Due to advancements in Movie Magic Scheduling 5, not all information from a Movie Magic Scheduling 5 file will be exported to Classic Movie Magic Scheduling 1. Only one calendar can be supported by Classic Movie Magic Scheduling. 2. Red Flags are not supported.

Chapter 26: Export to Movie Magic Budgeting 7

Save data entry time in Movie Magic Budgeting 7 by importing a library file with Elements from a Movie Magic Scheduling 5. It is easy to create a library file for this purpose.

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



   The Export window will open.

2. Select Movie Magic Budgeting 7 in the Export To field.
3. Rename the file and/or save the file to another location (optional). Click on **Browse** to locate an alternate location for the file.
4. Click **OK**.

The data is now ready for importing into Movie Magic Budgeting 7.

Refer to the Movie Magic Budgeting 7 User's Manual or go to the application and access the Help File for further assistance with importing.

Glossary

Allow Multiple Day Breaks

This function allows reports to show work spanning multiple days. This is applicable for such situations as scenes that take multiple days to shoot. On the Stripboard, multiple Day Breaks are inserted after a set of strips that will reflect the multiple shoot days.

Banner

(See Banner Strip).

Banner Strip

A banner is a special type of strip. Banners are placed onto a Stripboard to represent events in the shooting schedule that are not script-dependent; for example, travel days.

Board

(See Stripboard).

Breakdown Sheet

A Breakdown Sheet describes a designated unit of work and the Elements associated with that work. A Breakdown Sheet is populated with all the Elements that will be required to shoot a particular portion of the script. A single Breakdown Sheet can represent a single scene, multiple scenes, or a portion of one or more scenes.

Calendar

A calendar describes an ordered sequence of calendar dates in which workdays may be scheduled. A calendar also details noteworthy days for a production, such as the start of principal photography, end of photography, any holidays or travel days when shooting cannot occur, and regular days off (Saturday and Sunday).

Category

A Category is a collection of Elements that share a common set of properties. Categories determine the manner in which Elements are grouped on Breakdown Sheets and also the properties that are available to be set for each Element.

Day Break

(See Day Break Strip)

Day Break Strip

Day Breaks are a special type of strip that are placed onto a Stripboard to represent the boundaries of a single day. All the strips between two Day Breaks are scheduled to be shot in a single day.

Delete

“Delete” exclusively refers to the complete removal of a component (Breakdown Sheet, Element, etc.) from a schedule (see also Remove).

Design

Design items are those items related to the design and layout of certain components (strips, reports, Categories, etc.) that can be imported or exported independently of the schedule itself.

Day Out of Days

Day Out of Days is a report that shows the status of an Element for individual days within a schedule.

Drop Day

In a Day Out of Days report, this is the last day that an Element works in a schedule immediately prior to a temporary lay off.

Drop-Exempt

In a Day Out of Days report, a state that indicates an Element cannot be dropped (cannot have drop days).

Drop Value

In a Day Out of Days report, a numeric value that tells the application when a day may be considered as a possible drop day for an element within a schedule.

Element

An Element is a person, thing, or group involved in a unit of work within a project. Elements are individual components that are necessary for filming the script. Elements are grouped into Categories, such as cast, props, scenery, etc.

General Breakdown Sheet information items, such as the scene, location, set, etc., are also considered Elements, but their presence and position on the Breakdown Sheet are fixed while lower-level Elements are variable.

Hold Day

In a Day Out of Days report, a day that an Element is paid for, but for which the Element does not actually work or participate in the production.

Insert

Insert is used only to refer to the inclusion of an Element on a Breakdown Sheet. It does not apply to the creation of new Elements not previously present in a schedule.

Insert is used to refer to the inclusion of a strip that represents a Breakdown Sheet onto a Stripboard. It does not apply to the creation of new strips not previously present in a schedule document.

Minimum-Drop-Days

In a Day Out of Days report, this is the minimum number of days allowed for an Element between a drop day and a pick-up day.

Multiple Day Breaks

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

New

“New” designates functionality where objects are created and added to the schedule document for the first time. It does not refer to the insertion of these objects on an individual Breakdown Sheet (see Insert).

Preference

There are two unique types of program preferences and schedule preferences. Both are manipulated using the Set Preferences window.

Application Preference

Application preferences are those preferences whose settings pertain to the entire program, as opposed to a single schedule. For example, the Auto-Save function, which allows the user to set the time increments by which the application will automatically save an open schedule, is a program-level preference.

Schedule Preference

Schedule preferences are those preferences whose settings pertain to a single schedule, as opposed to the entire program. For example, the Hide Empty Categories preference, which dictates whether Categories will be visible on a Breakdown Sheet when they do not contain any Elements, is set on a schedule-by-schedule basis and will vary from one file to another.

Schedule

(See also Stripboard and Schedule Document)

Schedule Document

A Schedule Document refers to the entire grouping of Stripboards, Breakdown Sheets, strips, reports, and calendars that can be stored in a single Movie Magic Scheduling document file (see also Schedule).

Scheduled Area

The portion of the Stripboard used to arrange the strips that are going to be shot. This represents the actual shooting schedule. Strips excluded from this section are not to be shot and are unscheduled.

Sheet

See Breakdown Sheet.

Shoot Day

A Shoot Day is a day on which filming occurs or can occur, such as a day for which a Day Break strip exists on the Stripboard.

Strip

A strip is a visual representation of a Breakdown Sheet that is placed onto a Stripboard to create a schedule.

Stripboard

A Stripboard represents a schedule through an ordered collection of Stripboard Days scheduled for work beginning on the start date and proceeding on each subsequent workday identified on the associated calendar.

Stripboard Day

A Stripboard Day is an ordered collection of strips on a Stripboard that are scheduled for work within a single day (delineated by a Day Break strip).

Red Flag

A Red Flag is an indicator symbolized by a Red Flag that is associated with an Element with scheduling constraints, appearing on the Stripboard when there is a conflict.

Remove

“Remove” refers exclusively to the elimination of an Element from a Breakdown Sheet or Sheets. Removing an Element does not delete it (see also Delete).

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Report

A grouping of data that can be printed, viewed on screen, or exported as a Report Layout object.

Template

Template files are based on the preferences and design components of previously created schedule documents.

Unscheduled Area

An Unscheduled Area is a section of a Stripboard that is used to hold strips not yet scheduled on the Stripboard.

Work Day

In a Day Out of Days report, a Word Day is a day designated on a calendar on which work can be scheduled. Note, however, that all Work Days on a calendar will actually be scheduled.

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