The Tutorial
for
ScriptE for Windows

by ScriptE Systems, LLC

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Introduction

ScriptE is the comprehensive software application for the Script Supervisor of the 21st Century. ScriptE takes you from the beginning when you import the script and begin the breakdown process all the way through the production when you print a complete and clean lined script.

Functionality Overview

Here is an overview of the steps you will take as you prepare the script, shoot it, and provide information to the production team.

- Start a new production in ScriptE

- Enter the participants

- Enter the character list

- Prepare the script in Final Draft

- Import the script into ScriptE

- Work through the breakdown process

- Provide breakdown reports

- Start a shoot day

- Log shots and wild tracks

    - *Time each shot with timecode*

    - *Line the script*

    - *Log action notes*

    - *Log dialog changes*

    - *Capture coverage stills from live video feed*

    - *Log notes for each take*

- Review the day's activity

- Email day's reports to participants

- Go home and get some rest

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Check for Updates

Before you get started, you will always want to ensure that you are running the latest version of ScriptE. The latest update may have bug fixes or other new functionality that may affect your work. So, you should periodically check for updates. To check for updates, be sure you are connected to the Internet then click the **Help** menu then the **Check for Updates** menu on the main ScriptE window.

If updates are available, you will be instructed to close ScriptE and go to our website: www.ScriptESystems.com to download the latest version. At the website, click the **Download** button to navigate to the Download page and follow the instructions.

You can also check the version of ScriptE that you have by clicking the **Help** menu then the **About ScriptE** menu. Then, you can go to the website and click the **Download** button to see the version number of the latest version of ScriptE.

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Starting a New Production

First, and most important, is that you establish good workflow habits. During the course of a production you will have many files that you will need to keep organized: ScriptE production files and backups, scripts, reports, etc.

So, the first step in starting a new production is to create a new folder for the production. If you are working on a television show, you will want to create a folder for each episode.

We recommend that you create your production folder on your desktop and leave it there until you get paid in full. The easiest way to do this is to find an open space on your desktop then right-click with your mouse. A pop up menu will be displayed where you can click the **New** menu then the **Folder** menu.

A new folder will be placed onto your desktop with the words, "New Folder" highlighted. Type the name of your production and press **Return**.

We also recommend that you create four subfolders within this production folder:

SCRIPTE FILES - Contains all ScriptE production files.

REPORTS - Contains daily reports that you saved. We also recommend sub folders for each shoot day within the REPORTS folder.

SALVAGE - Put all unwanted files here rather than deleting them. They will be easier to recover, just in case.

SCRIPTS - Contains all versions of scripts from production.

The easiest way to create your subfolders is to double-click on the new production folder that you created on your desktop. This will open the folder in Window's Explorer. Then, right-click in the right pane of the window. Next, click the **New** menu then the **Folder** menu in the pop up menu and a new folder will be created. Rename the new folder to SCRIPTE FILES then repeat this process to create the other three folders. You can now close Window's Explorer.

You are now ready to create a new production file in ScriptE.

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To start a new production file, in the main ScriptE window, click the **File** menu then the **New** menu. A file dialog will be displayed where you can select the location for your file and name the file. If you followed the recommended workflow and created your production file on the desktop, click on Desktop then double-click your production folder in the right pane. Next, double-click your SCRIPTE FILES folder.
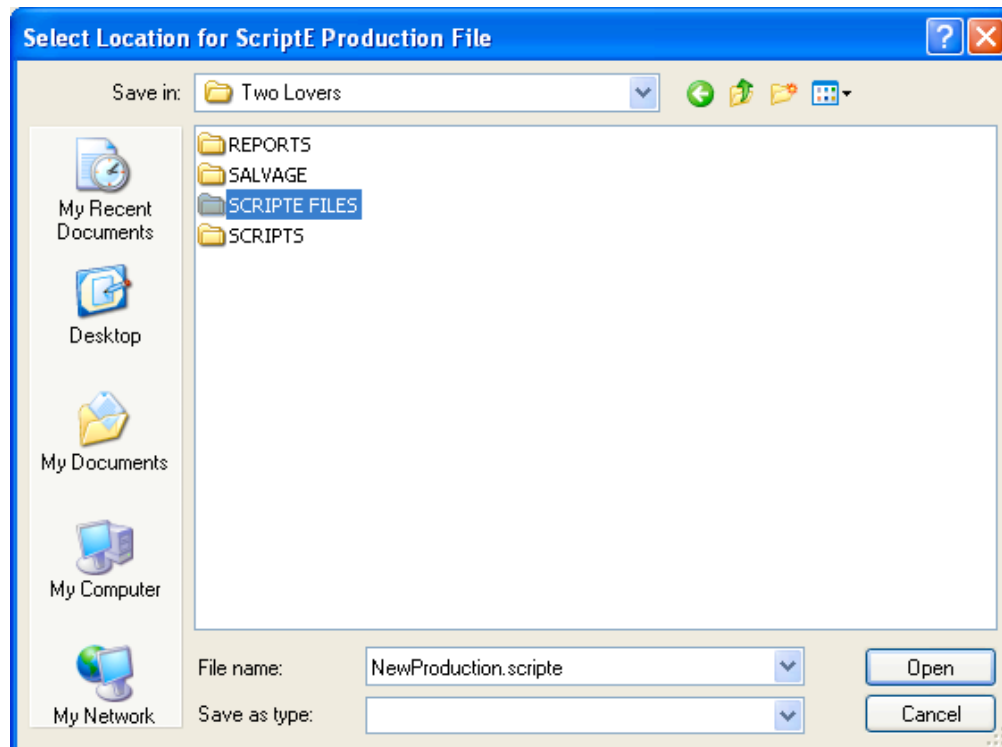
The name of the new production file defaults to NewProduction with an extension of ".scripte." You should change "NewProduction" to the title of your production. After typing the new name, click the **Save** button to save the file. You will see a series of messages as ScriptE prepares the file.

Once the production window opens, you will notice the default title is highlighted, "NEW PRODUCTION."

You should change this to the title of the movie, tv episode or commercial. ScriptE will later use this name to create a folder in the main ScriptE Data folder where any photos you capture during the production will be stored along with the daily reports that you email to production participants.

After typing the title, save the production by clicking the **File** menu then the **Save** menu or you can press **Ctrl-S**.

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Add the Participants
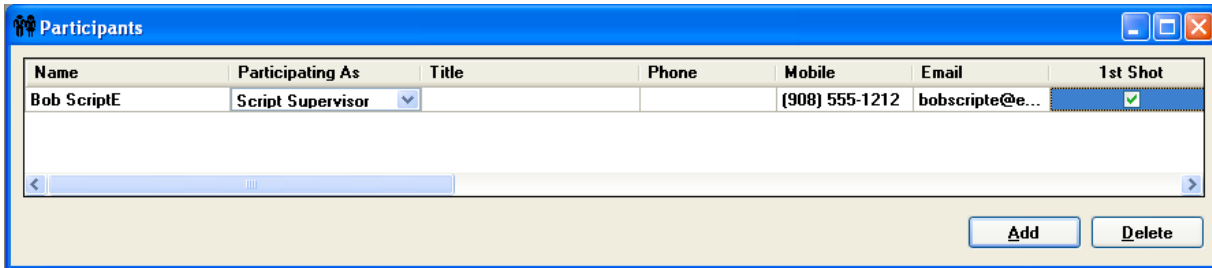
One of the first things you should do in any production is to add the participants: Producers, Director, Editor, Script Supervisor, etc.

ScriptE will automate the process of sending daily reports via email to various participants but needs to know who they are and which reports and files each should receive.

ScriptE will also put the Script Supervisor's name and information in the footer of many of the reports so be sure to enter yourself as well.

To add the Participants, click the **Production** menu then the **Participants** menu. The participants list will be displayed.

Click the **Add** button and enter the participant's name, select their role in the production from the drop down list, then enter the rest of their contact information, if necessary. Be sure to enter their email address if they are to receive emails from ScriptE.

Each participant can receive one or more of the possible reports and files that are included in the email process. Scroll to the right in the list to see the options.

1st Shot

An email is sent to notify the participant that the first shot of the day has started.

Partial Progress

This is a lunch report or mid-day progress report that includes work completed to that point in the day.

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1st Shot After Lunch

An email is sent to notify the participant that the first shot after lunch has started.

Camera Wrap

An email is sent to notify the participant that the shoot day has ended and at what time the camera wrapped.

Progress Report

This is a summary of the work for the day and work to date for the production.

Coverage

This is a kind of proof sheet of representative photos for each circle take for the day.

Editor Log

This is the log of shots and wild tracks in shot order.

Editor Log Red

This is nearly the same as the Editor Log but includes the Clip # field for shots logged using the Red camera.

Timecode Log

This is a log of shots and wild tracks in shot order that includes the timecode in and timecode out for each take.

Facing / Lined Script

This is a report that combines the facing pages for all activity for the day with the lined script pages that were affected. The lined script pages includes all coverage for each scene, not just what was shot on the selected shoot day.

ScriptE File

The actual ScriptE file for the production can also be included in the email as a backup or for those participants who might be using ScriptE to view the data directly.

Clip Bin File

This is a tab delimited file that includes the scenes, slates, takes, short (editor) description, comments, timecode in and timecode out for all shots and wild tracks for the day. This file can be imported by the transfer house or editor.

Participants Summary

Each of the reports listed above and the Clip Bin File can be generated individually any time throughout the day and the Daily Report Email that includes all of the checked items for a participant can also be generated at any time during a shoot day.

When the reports are generated for the email, each version is saved in a folder called "Daily Reports" in your ScriptE Data folder under a folder with the same name as the title of the production.

If reports are generated for a shoot day that is not the latest shoot day, the word "Revised" will be included in the header of the report.

The participant list can be changed any time during the production.

Exporting and Importing Participants

If you are working on productions for the same director, producers, etc. such as episodic television, you can move the participant list from one production file to another using the export/import functionality. This will save you having to type them all in for each episode.

Export the Participant List

To export the list, click the *Production* menu then the *Export Participant List* menu. You will be asked to select a location for the participant list file. We recommend that you store the file in the REPORTS folder of this production's folder on your desktop.

After navigating to the REPORTS folder, click the Save button.

Importing a Participant List

Open the production file into which you want to import the participants and click the *Production* menu then click the *Import ScriptE Participant List* menu. If you already have participants in this production file, ScriptE will ask if you want to add new participants to the file. If so, click the **Yes** button.

Navigate to the REPORTS folder of the previous production's folder and select the file that was created in the previous step. Select the file then click the **Open** button. ScriptE will import the participants.

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Characters

The next step in the production process is entering the character list. Often times this list is provided to the Script Supervisor and character numbers have been assigned by production.

The official character list should be entered before importing the script. If the official list is not available, ScriptE will automatically generate character numbers as it finds characters in the script during the import process. The character numbers can, however, be changed at any time during the production.

To access the character list, click the **Script** menu then the **Characters** menu.

To add a character, click the **Add** button and type their number and name. Optionally, enter an abbreviation that you will use when making notes and the actor's name, if necessary.

ScriptE will automatically fill in the character number with the next number in the sequence so you will save time if you enter them in order.

If you need to change a character number, simply change it. But, if you are trying to use the same number that is already

assigned to another character, you will have to change the other character's number first.

If you need to insert a character into the list and increment every other character with a higher number, select the character with the number you want to use then click the **Insert** button. The new character will be assigned the other character's number and all other characters with a higher number will have their number incremented by one.

For example, character number 2 is RON and there are several other characters numbered 3 through 10. If you want to assign the number 2 to BOB and shift everyone else down in the list, click on RON then click the **Insert** button and type BOB. RON will now be number 3 and 3 through 10 will become 4 through 11.

Exporting and Importing Characters

If you are working on productions such as episodic television with the same characters, you can move the character list from one production file to another using the export/import functionality.

Export the Character List

To export the list, click the *Script* menu then the *Export Character List* menu. You will be asked to select a location for the character list file. We recommend that you store the file in the REPORTS folder of this production's folder on your desktop.

After navigating to the REPORTS folder, click the Save button.

Importing a Character List

If you have already entered characters for this production, you cannot import another character list so the menu will be disabled.

Open the production file into which you want to import the characters and click the *Script* menu then click the *Import ScriptE Character List* menu.
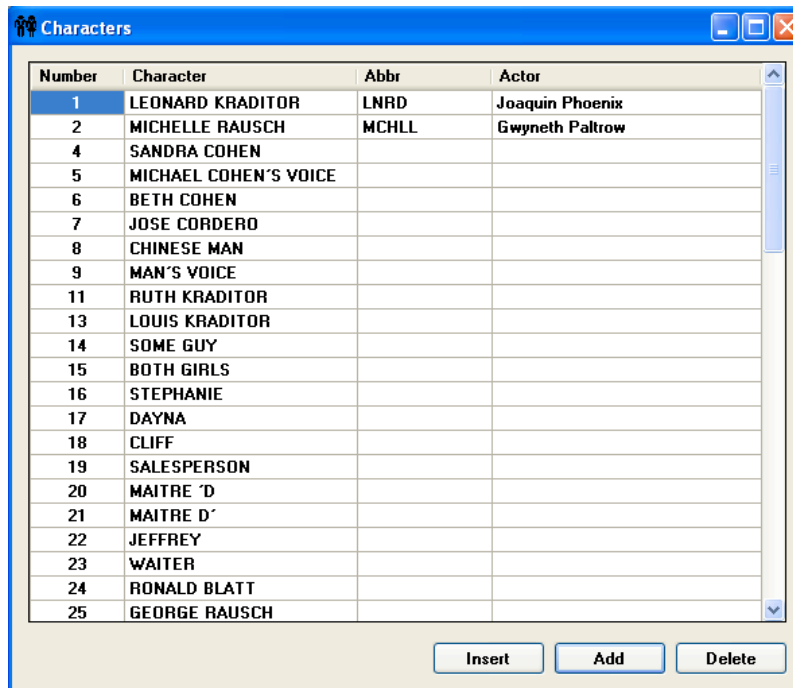
Navigate to the REPORTS folder of the previous production's folder and select the file that was created in the previous step. Select the file then click the **Open** button. ScriptE will import the characters.
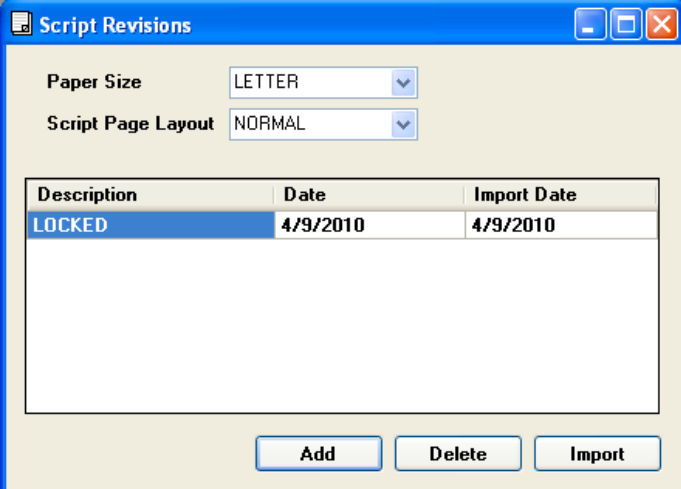
Script Revisions

The next step is to enter the original script version. Open the Script Revisions list by clicking the **Script** menu then the **Script Revisions** menu.

The sample shows the first version has been entered and has also been imported.

Each time a revision to the script is issued, it should be added here.

Import a Script

ScriptE will import a script from Final Draft that has been saved in the proper format and break down all of the scenes for you, estimating the eighths of a page for each scene as well as the estimated running time.

After the first version, ScriptE will compare the new version with the old and move any changed scenes to a "Previous Version" status and replace them with the new version unless the current version has already been shot. If the current version has already been shot, you will be notified that the scene has changed so you can note it during shooting.

Prepare the Script

Before a script can be imported, it must be properly prepared in Final Draft. With the release of Final Draft 8, this process became much simpler. We highly recommend that you purchase Final Draft 8 in order to help streamline this process. Even if production sends you the script from a previous version of Final Draft, you can still open the file in Final Draft 8 and save it in the new format.

Prepare the Script in Final Draft 8

The only thing you will have to do to prepare the script is to make sure that the pages have been locked. Locking the pages

tells Final Draft to include page number information in the file.

To lock the pages, open the script in Final Draft 8, click the **Production** menu then the **Lock Pages** menu. The **Lock Pages** menu may show as "Lock A Pages". Click the **Lock Pages** menu then repeat the process by clicking the **Lock A Pages** menu. Then save the script file and close Final Draft.

Prepare the Script in Final Draft 7

In order for ScriptE to be able to identify each page during the import, you must modify the header in the script. Currently, ScriptE is able to read a screenplay that is formatted with the standard Screenplay format in Final Draft.

In Final Draft, open the script's header. Left of any other text that is already in the header, type PAGE# then click the **Page** button so the field "[Page #]" immediately follows PAGE# with no spaces. Then type ENDPAGE so it immediately follows the page field with no spaces. If there is too much text in the header for everything to fit on one line, you can remove any of the text that is there.

ScriptE is only looking for PAGE#[Page #]ENDPAGE. Close the header.

Next, make sure the view of the script is set to 100%. Click the **View** menu, then the **Zoom** menu, then **100%**.

Click the **File Save As** menu under the **File** menu. When the save panel opens, select "Avid Script-Based Editing" from the "Format" pick list, select the folder where the file should be saved and click the **Save** button.

Import the Script

You are ready to import the script. Select the version in the Script Revisions list then click the **Import** button.

Select the file you just saved. Final Draft 8 version scripts will have an extension of ".fdx" while Final Draft 7 scripts in the Avid format will have an extension of ".txt". And, if you are using the recommended workflow processes, the script file should be located in the **SCRIPTS** folder of the production folder on your desktop.

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After selecting the script file, click the **Open** button.

If shooting has begun, ScriptE will
prompt you to select the shoot day to
which this revision applies. When
scenes are added or cut in a
revision, the shoot day on which they
are added or cut is recorded. The
added and cut scenes will then be
counted as such on the Daily Progress
Report for the selected day. Select
the day in the drop-down pick list
and click the **Import** button. To cancel
the import, click the **Cancel** button.
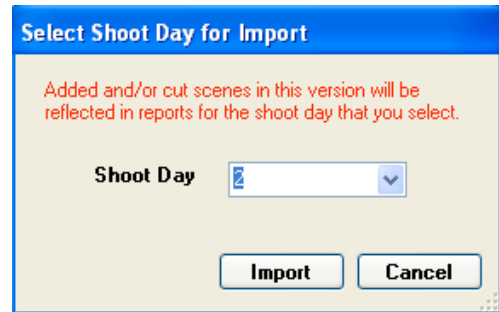
ScriptE will import and break down the script into scenes then
let you know when the import has completed by displaying the
scene list.

Scenes for Commercials

Often times the script for a commercial was not written in Final
Draft nor does it conform to standard screenplay formatting. So,
there will be no way to import the script.

ScriptE provides a way for you to generate as many generic
scenes as needed which you can then modify manually by entering
a location and script text.

To generate a number of scenes, click
the *Script* menu then the *Scenes for
Commercial* menu. From the pop up
window you can select the number of
scenes you need and a starting scene
number. Then click the **Create**
button.You can create additional
scenes later if needed.

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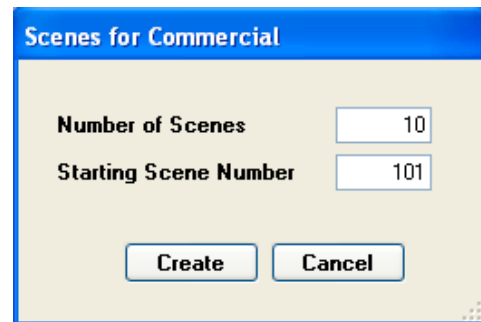
Scene Locations

As the script is imported, ScriptE creates a list of all the locations that were found in the scene headings. View the list by clicking the **Script** menu then the **Scene Locations** menu.
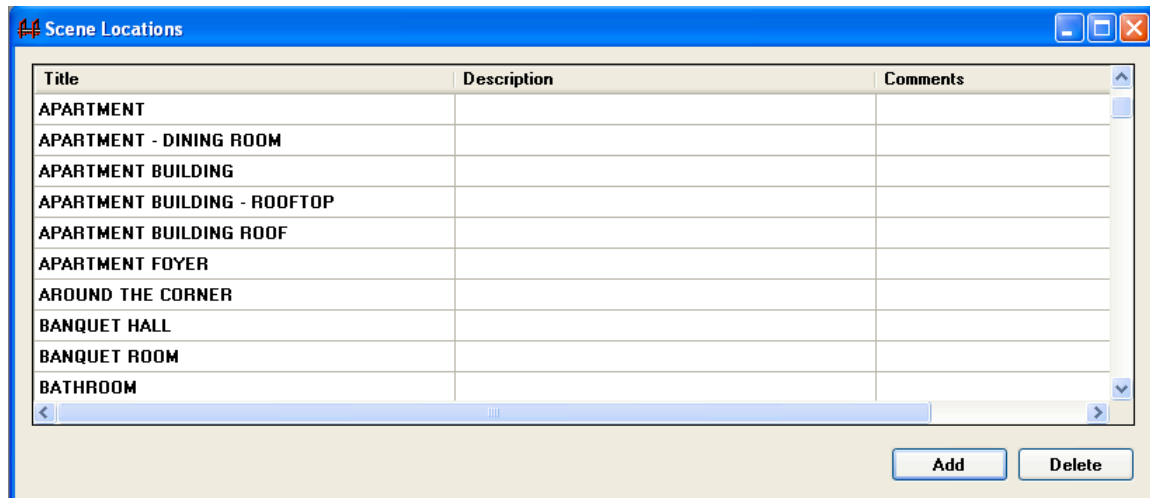

If a location is changed in this list, all scenes at that location will be changed automatically. This can be used if, during production, a particular location is unavailable and those scenes will be shot at a different location. For example, if the scenes at the amusement park are going to have to be shot at a carnival, change amusement park to carnival and all of the scenes at that location, will be changed.

Scenes

View the complete list of scenes by clicking the **Script** menu then the **Scenes** menu.

Current Versions

This list always shows the current version of each scene. As new revisions are imported, the scenes that were changed will be moved into the Previous Versions list and replaced with the current version.

The "Included" checkbox indicates that the scene has not been omitted either in a script revision or manually on set.

If the script had indicated act breaks such as for a television show, the act to which a scene belongs would show in the "Act" column.

The script in the example shown was imported and ScriptE determined the eighths and estimated running time for each scene. The summary is shown at the bottom of the window. As scenes are shot and credited, the summary is automatically updated.

When a scene is partially credited, it will be displayed orange in the list and, once it is fully credited, it will be displayed green.

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Click the **Script** button to view the actual script in a separate window.

Previous Versions

When a revision is imported or scenes are revised, the previous version of every scene is stored. View the previous versions under the "Previous Versions" tab.

A previous version of a scene can be restored to the current list by clicking the button in the "Make Current" column. This will reset the current version as no longer current and will reset the previous version to be the current version.

Wish List

If during the course of shooting, there are shots you would like to get, time and budget permitting, they can be entered as wish list scenes. Enter them as you would a regular scene according to the instructions below but leave the scene number blank.

If you are ready to shoot a wish list scene, open it and assign it a scene number. When you save it, it will be moved into the Current Scenes list and then can be included in new shots.

Add a Scene

If the script is not available in Final Draft and cannot be imported or a new scene is added on the set, scenes can be added manually by clicking the **Add** button.

The Scene window will be displayed. Fill in the information according to the instructions in the next section of this tutorial.

Revise a Scene

If the script is not available in Final Draft and cannot be imported, you can create a new version of a scene by selecting the scene in the list then clicking the **Revise** button. You must enter the revision in the Script Revisions list first. ScriptE will verify that you want to copy the scene for the latest revision then copy it and move the current version to the "Previous Versions" list.

You can then make any modifications to the scene or the script for that scene manually. See the instructions in the next section of this tutorial.

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Edit a Scene

Double-click a scene in the list to edit it or select the scene in the list and click the **Edit** button.

Scene Window

When adding or editing a scene, the Scene window will be displayed.

Navigate from Scene to Scene

Use the **Prev** and **Next** buttons to move from scene to scene. If you make changes to a scene, you will have to save or cancel the changes before you can move to another scene.

Show Script

Click the **Show Script** button to display the script for the scene in the context of the full script. The script will be displayed in a separate window.

Included

This checkbox indicates whether the scene has been omitted or not. The box will be unchecked if the scene was found to be omitted during a script import.

If you uncheck the box manually, ScriptE considers the scene a cut scene and will enter the current shoot day into the Shoot Day Cut field. These scenes are listed separately in the Daily Progress Report.

Owe Inserts

Check this box to indicate that, even though the scene may have been credited, you still want to get additional shots. These scenes will be included in the Scenes Owed report.

Script Chronology

When you enter the Script Day such as D1 or N1, ScriptE will look to other scenes to see if that same Script Day has already been used. If so, the Script Date and Weekday will be filled in automatically.

When you enter a Script Date, ScriptE will automatically figure out what day of the week that date is and select it from the drop-down pick list for you.

Shoot Day Started

ScriptE will insert the shoot day when the first shot is started for the scene.

Eighths Scripted / Estimated Running Time

ScriptE will estimate these during the initial import of the script. You can change them to more accurately reflect the length of the scene. The summary at the bottom of the Current Scenes list will be updated automatically.

Crediting the Scene

A scene can be credited here or in the Shoot Day window. ScriptE allows for a scene to be partially credited over several shoot days. To credit the scene here, click the **1/8s Credited** button.

The list of eighths credited will be displayed.

The top line in the window displays the scripted eighths and running time. The list will show how many eighths and seconds were credited for each shoot day. If you partially credit the scene on multiple shoot days, the list will display each entry.

The next line displays the total eighths and seconds credited to date and the following line shows the Remaining eighths and time that has not yet been credited. If the scene is marked as fully credited, the word "Remaining" will be replaced with "Difference" to indicate whether the full eighths and/or seconds have actually been credited.

To credit eighths and seconds, select the day to credit them from the drop down list titled "Day." Then enter the eighths to credit and the seconds to credit. You can also type in the minutes then the seconds to credit on the far right. After entering the eighths and time to credit, click the **Add** button. The information will be added to the list and the totals and remaining will be recalculated.

If you have now credited all the scripted eighths, you will be asked if you want to consider the scene fully credited. If so, the shoot day will be displayed in the drop down list at the bottom of the window. If the correct day is not shown, you can change it.

If you make a mistake when crediting eighths, you can delete a line from the list. Select it in the list and click the **Delete** button. The totals will be recalculated and the shoot day fully

credited will be cleared since the scene is no longer fully credited.

When you are finished crediting the scene, click the **Done** button and the Scene window will be updated to display the 1/8s Credited and the Actual Running Time. If the same or more eighths are credited than are scripted, the eighths credited box will turn green. If more than zero but less than the total scripted eighths have been credited the box will turn orange. If the scene has not been credited at all, the box will be red.

You can also credit the scene from the Shoot Day window which will be explained briefly in that section of the tutorial.

Slug, Extras, Set, Effects, Transition, Tracking Notes

Enter freeform notes in each category. These notes will be included in the Long Form Breakdown Report.

Characters

This is the list of characters in the scene.

ScriptE will add the characters that have dialog in the script for this scene when the script is imported.

Edit a character in the list to change their "In Scene Type" from "On Screen" to "Off Screen" or vice versa.

You can add or delete characters from the scene as needed. When you add a character to the scene, they will also be added to the notes for Wardrobe, Hair, Makeup and Props so you can enter notes in those sections specific to a character.

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When you delete a character from the scene, they will also be removed from the Wardrobe, Hair, Makeup and Props notes sections.

The character numbers for all of the characters in the scene are included in the "Characters" column in the Short and Long Form Breakdown Reports.

Script

When ScriptE imports a script, it breaks the scene down into parts: heading, action, and dialog. Each paragraph of action and each block of dialog are stored as individual parts for various technical reasons.

Page	Type	Character	Modifier	Description/Dialog
2	Heading			EXT. SIDEWALK
2	Action			A CROWD surrounds the Figure, who is coughing up water and being slapped on the back and poked and pushed by bystanders, trying to revive him. When a couple of people separate, we SEE the Figure sit up. The CAMERA MOVES INTO a CLOSE SHOT:
				LEONARD KRADITOR, 30. Handsome in an

☑ This scene has a scene heading in the script.   Up   Down   **Add**   **Edit**   **Delete**
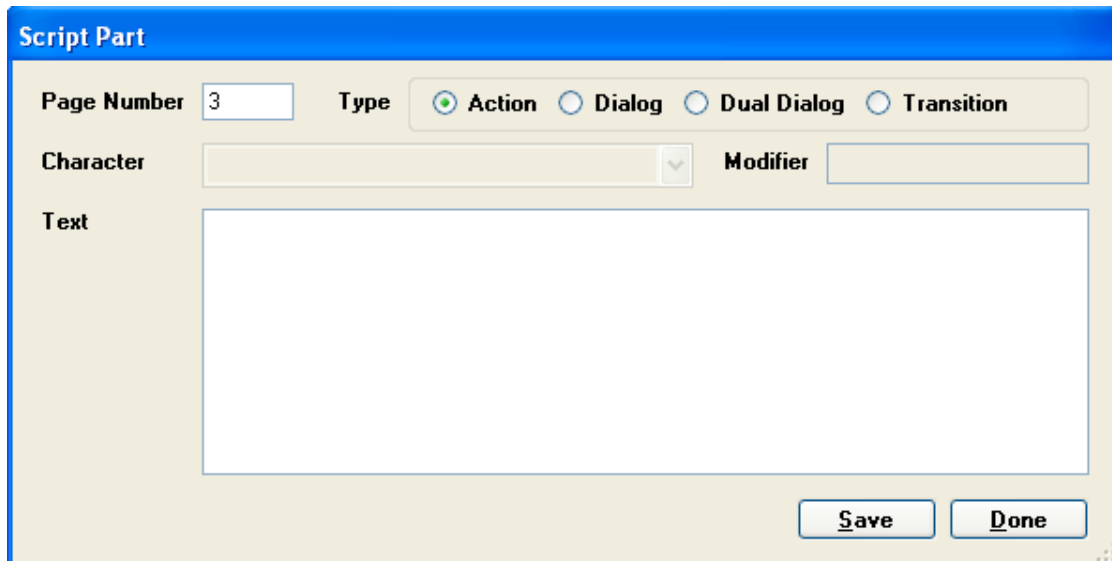
In Final Draft, the writer can indicate that a block of action is a scene heading and assign it a scene number even though it doesn't have a standard scene heading with an "INT" or "EXT" indicator. The "This scene has a scene heading in the script" checkbox will not be checked for scenes of this type and the Int/Ext drop down pick list, the location drop down pick list and the time of day extension box will be disabled. And there will not be a "Heading" script part for this scene.

Prior to shooting a scene, the script can be modified here. If a Final Draft version of a revision is not available for import and the scene has been "Revised" manually, the changes to the script can be made here. Or, if a new, unscripted scene needs to be added, the actual script can be entered here.

Click the **Add** button to add a new script part. If this is a brand new scene that you added manually, the Heading will be created for you. But you can add action and dialog to fill out the script.

When you click the **Add** button, a window will be displayed where you can create the script part.

Identify the type (action, dialog, etc.). If you are adding dialog, select the character and add any modifier such as (O.S.). Finally, type the action description or dialog in the "Text" box. The heading is not included here because it will be modified automatically if you select a different INT/EXT, location or change the time of day in the main scene window.

When you are finished, click the **Save** button.

To modify a script part, select it in the list then click the **Edit** button. The same window will be displayed where you can make the changes.

To rearrange the order of the parts in the script, select a script part in the list and click the **Up** or **Down** button.

Wardrobe, Hair, Makeup, Props

These notes sections include special functionality to make the breakdown process easier. Each character in the scene that is identified as being "On Screen" will have a line in the notes. If a new character is added to the scene, they will be added to the notes. If a character is removed from the scene, they will be removed from the notes.

The "Items" column is where you can place list of items that pertain to the character. Be sure to separate the items with commas. Each item will be added to a smart list that you can select from for the same character in other scenes.

To use the smart list, double-click in the "Items" cell next to the character. Or, click into the cell for editing so you can type new items. Then, press **Ctrl-L** to pop up the smart list. ScriptE will display a list of all items you have entered for that character of that particular type that have not already been included in this scene. In other words, if you are in the wardrobe notes, you will see a list of other wardrobe notes you have entered for that character.
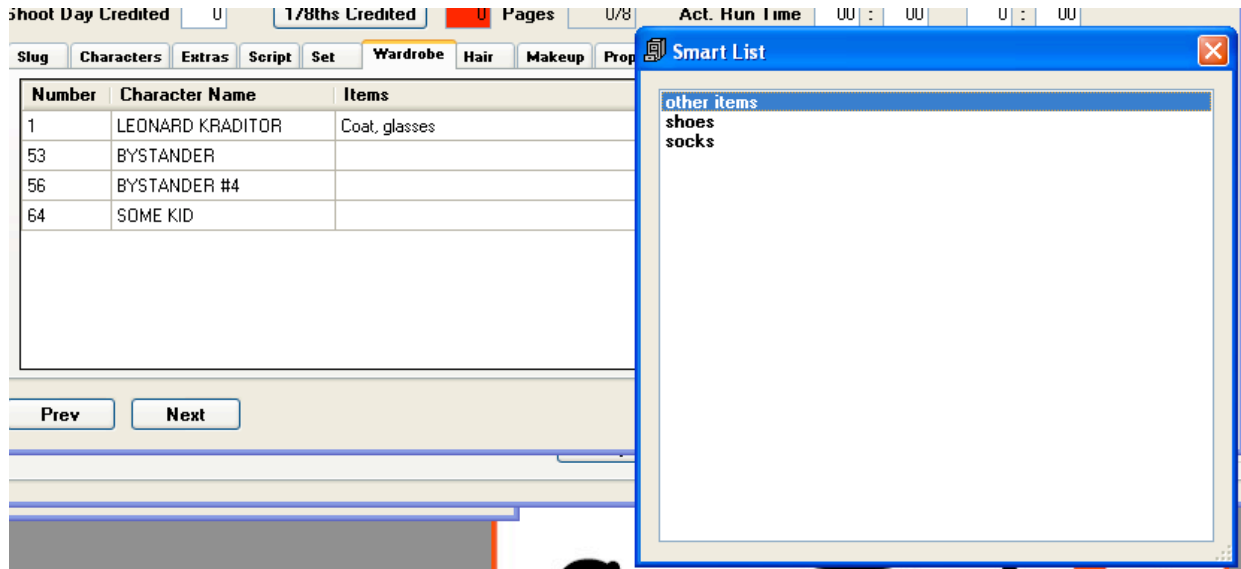
Use the arrow keys to move up and down the list then press **Enter** to add an item to the notes. Or, double-click on each item in the list you want to add for that character. As each item is selected, it will be removed from the list so you won't select it twice. After selecting all the items required for the scene, press **Esc** to close the Smart List window.

In addition to entering smart list notes for characters in these sections, you can also enter smart list notes in the Props notes that aren't specific for a character. Place the cursor in a blank line below the character names and enter props for the scene there. They will be added to a special props smart list. Also, prop notes are shared among characters since one character may have the gun in one scene but another character may have it in another scene.

You can also enter other free form notes for a character in the General Notes column.

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Shots

This is a list of all shots that involved this scene.

Double-click on a slate in the list to open the shot in a Shot window.

Click the **Photos** button for a take to view the photos that you captured for this take. Capturing or grabbing (importing) photos will be discussed in another section of this tutorial.

Click the **Circle Take Photos** button to view the representative photos for all of the circle takes for this scene. When you capture photos in ScriptE or grab photos from an external source, you can identify one or more photos for each take to be the representative photos for the take.

Click the **Facing and Lined Script** button to create a Facing and Lined Script report that includes all shots for this scene.

WT

This is a list of all wild tracks that have been recorded for this scene. Double-click a wild track in the list to open it in a Wild Track window.

Editor Notes

Editor notes are included in the Editor's Log and Facing Page Reports.

?

Questions entered here are included in a separate section at the end of the Long Form Breakdown Report.

Breakdown Process

As a part of the breakdown process, ScriptE suggests starting at the first scene and entering the wardrobe notes. Then, save the scene and click **Next** or **Alt-N** to go to the next scene. The wardrobe notes will still be displayed.

Use the smart list to fill in wardrobe notes and add other wardrobe notes for the scene and repeat until you have reached the final scene. Repeat this process for hair, makeup and props.

Long and Short Form Breakdown Report

After completing the breakdown, you can print the Long and/or Short From Breakdown Reports. Each report can be sorted in various ways: Scene #, Location, Script Day, Script Date, Int/Ext Location.

If the scenes are designated by acts and you sort the report by the Scene #, each act will be separated in the report with a subtotal for each act as to the number of scenes in the act, the number of scripted pages, and the estimated running time.
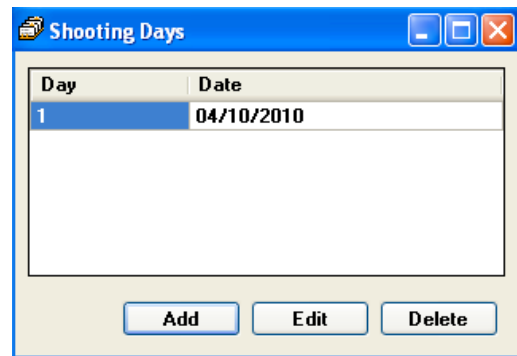
Under each of the menus for the Long Form Breakdown and the Short Form Breakdown is an option to *Show Estimated Running Time*. You can uncheck this option to display 0 for the estimated running time in the report, in case you are not being paid for a timing.

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Start Shooting

All shots are recorded on a specific shoot day. Click the **Production** menu then the ***Shooting Days Summary*** menu to view the list of shoot days so far.

Click the **Add** button to add a new shoot day or double-click a shoot day in the list to view the activity for that day.
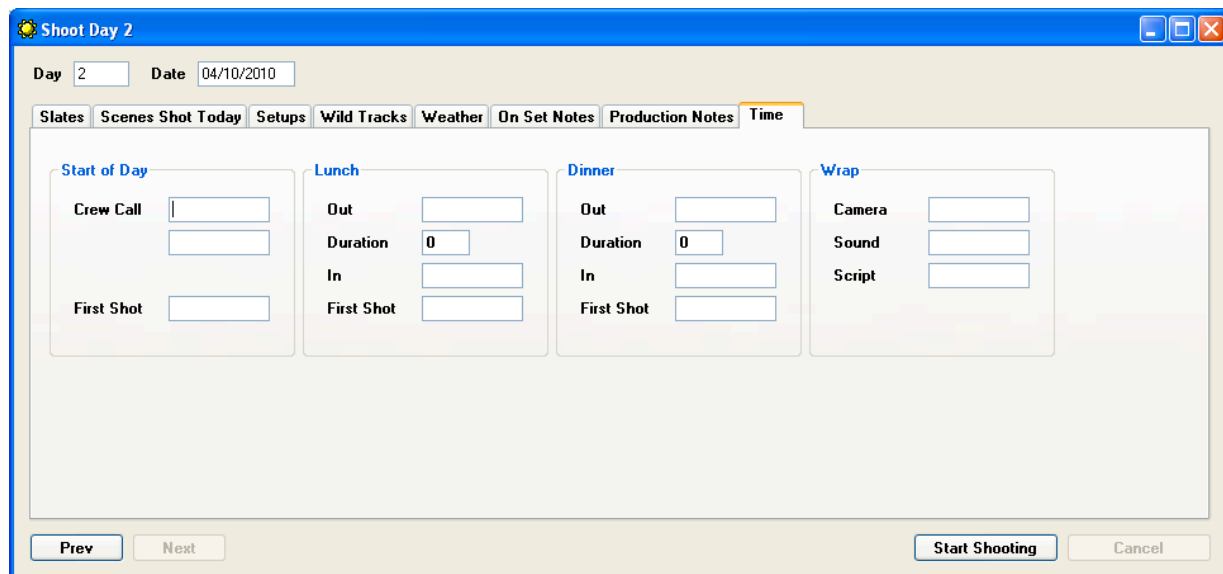
New Shoot Day

When you add a new shoot day, the Shoot Day window will be displayed with the *Time* tab preselected.

Enter the Crew Call time or times then click the **Start Shooting** button.

The First Shot, First Shot after Lunch, and the First Shot after Dinner will be filled in automatically.

When you break for lunch, return to this window to enter the time when lunch was called, the Duration, and the time back in from lunch.

When you break for dinner, do the same for the dinner times.

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Then, at the end of the day, return to this window to enter the Wrap times and to review the days activity before sending out the daily reports.

Slates

This is a list of all camera slates and takes for the day in the order they were shot.

Camera/Sound Roll

A new camera roll or sound roll will be orange. If the camera roll or sound roll has not been entered, the cell will be red.

Photos

View the photos that you captured during a take by clicking the button in the "Photos" column for the desired take.

Editing Information

Most of the information for a take can be modified here but you can view the slate in a Shot window by double-clicking in the row for the slate/take you want to view. You must double-click in one of the first three columns.

To edit one of the columns with a drop-down pick list, select the new value from the list. To edit one of the other columns, double-click the cell and type the new value.

Scroll to the right to see additional fields.

Camera Information

The last five fields starting with "Lens" are usually entered once for the camera or cameras used in the shot. If you change a value for take 1, the value will be copied to the rest of the takes for the same slate and camera. If a change was made for one of the settings for a specific take, enter the value in the appropriate line for the take. The value will not be copied to the other takes since it is unique for that particular take.

In other words, save yourself some time and always enter the information for the first take of a slate and you won't have to enter it for every take. Then, enter any values that are different for a specific take.

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Scenes Shot Today

This is a list of all scenes that were included in shots on this shoot day.

When a scene has been fully credited, it will be displayed green. If it is partially credited, it will be yellow.

To view the scene in a Scene window, double-click the row for the scene.

Credit Scenes

In the end of day review, you can credit scenes. Click the **All/Partial** button in the "Credit" column and fill in the eighths credited today and the actual running time for the day. See the instructions in the Scene section for crediting scenes.

Owe Inserts

You can also indicate that the scene still needs some insert shots by clicking the checkbox in the "Owe" column.

Setups

This is a list of the setups for the day and which slate is associated with which setup.

Every time a camera is added to a shot, a new setup is added. If a camera for a shot belongs to a different setup, the correct setup can be selected in the Shot window in the cameras list.

If a slate has more than one camera, the slate number may appear with more than one setup.

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Wild Tracks

This is a list of all wild tracks recorded for this shoot day.

A new sound roll is displayed orange. If the sound roll has not been entered, the cell will be displayed red.

Add a Wild Track

To add a new wild track, click the **Add** button. The instructions for entering a wild track are in a later part of this tutorial.

Edit a Wild Track

All but the first two columns can be modified here. Select a new value from the drop-down pick list or double-click in the cell and type a new value.

To open the wild track in a Wild Track window, double-click in one of the first two columns in the row for the appropriate wild track.

Weather Notes

This is a place where you can enter notes concerning the weather for the shoot day that will be included in the Daily Progress Report.

On Set Notes

This is a place you can record notes that will not be included in any of the reports. What happens on set, stays on set.

Production Notes

This is where you enter general notes about the shoot day that will be included in the Daily Progress Report.

Entering Shots

When you start a new shoot day, you will enter the crew call time then click the **Start Shooting** button. ScriptE will open a blank Shot window for you.
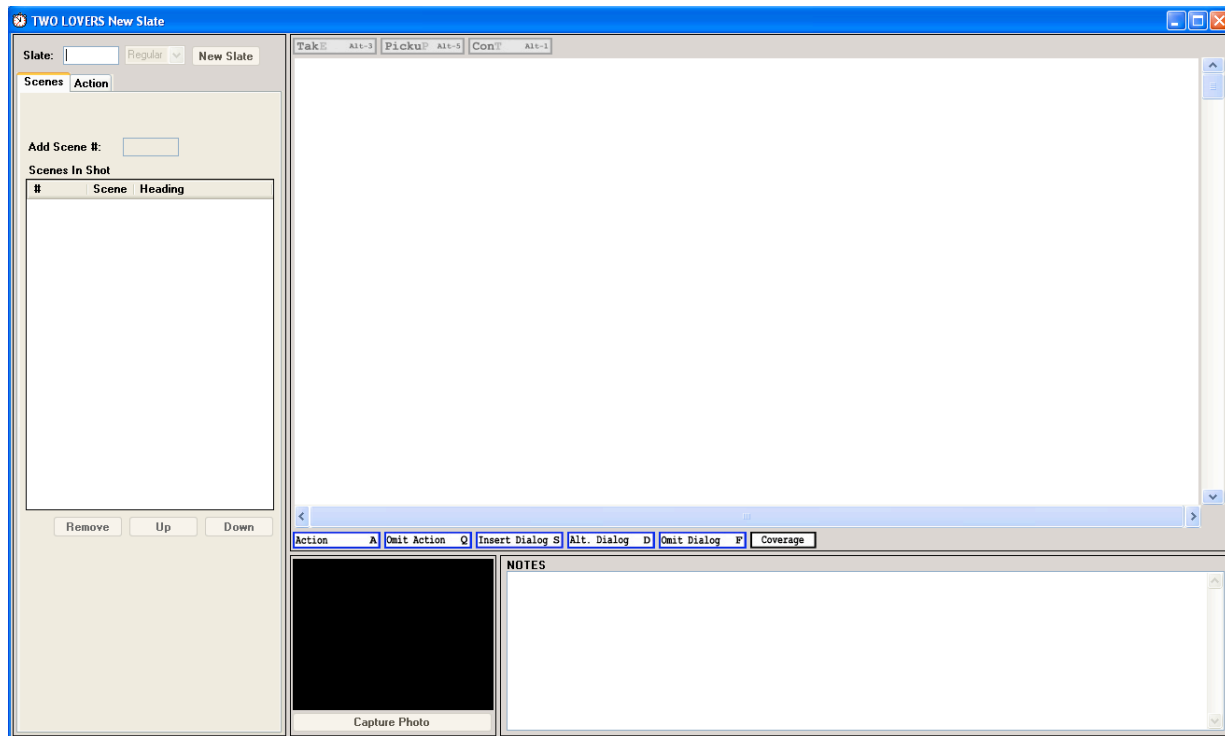
Enter the Slate

Type the slate and press **tab**. If you accidentally enter a slate that you have already used, ScriptE will let you know.

If you press **tab** again, the cursor will move to the Add Scene # box where you can add scenes to the shot.

Identify the Type of Slate

ScriptE will default the shot to a regular shot but you can change it to a retake if necessary. Retakes are identified separately in the Daily Progress Report.

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Enter the Scene

Type the scene number that will be included in the shot in the "Add Scene #" box then press **Enter**. Enter as many scenes as will be included in the shot.

If you need to rearrange the order of the scenes, select a scene in the list and click the **Up** or **Down** button to move it in the list.

The order that the scenes appear in the list determines the order that the script will be displayed during the shot.

Click the Action Tab

After entering the scene or scenes, click the *Action* tab. The Camera Selection window will be displayed.

Camera

If this is the first camera you are adding to the shot, camera "A" will be selected for you. If you are adding an additional camera to the shot, the next camera letter will be selected for you.

Setup

Every time a camera is added to a shot, a new setup for the shoot day is added and the camera linked to it. If the camera should be linked to a previous setup, select it in the drop-down pick list.

Shot Look

The shot look determines where the camera line will be drawn on the lined script. The wider the shot, the further left it will be drawn. The closer the shot, the further right it will be drawn.

If you don't select the shot look, the camera line will be displayed near the left side of the script.

Other Information

You can fill in as much of the information as you know at this time. Or, you can fill it in later which you will learn shortly.

Add the Camera to the Shot

After selecting the correct camera body (letter) and entering as much information as you have, click the **Add This Camera** button.

The script for the selected scenes will be displayed on the right side of the window along with a blank camera line for this camera.

To add additional cameras to the shot, click the **Add** button above the cameras list.

It is also very helpful to enter the camera roll at this time because once ScriptE associates a camera roll to a camera body, it will automatically fill in the camera roll for subsequent shots. Enter the camera roll in the cameras list in the CR

column. The sound roll should also be entered for the same reason.

Live Video Feed

If you have a live video feed from which to capture stills, be sure you have enabled it in ScriptE. Click the **Production** menu then the **Grab Live Video Feed** menu.

Photo Capture

The **Capture Photo** button is only enabled when the stopwatch is running during a take so that any photos captured can be properly linked to the appropriate take. Use **Alt-P** to capture a photo or click on the **Capture Photo** button.

No Live Video Feed

If you do not have a live video feed and you are using an external source such as a digital camera to capture coverage photos, be sure to synchronize the date and time on your camera with the date and time on the computer.

If the date and times are exactly the same or very close to the same, when you import or grab the photos, ScriptE will be able to identify which photo or photos belong with each take and save you the trouble of having to identify them.

You will find specific instructions on importing or grabbing photos from an external source later in this tutorial.
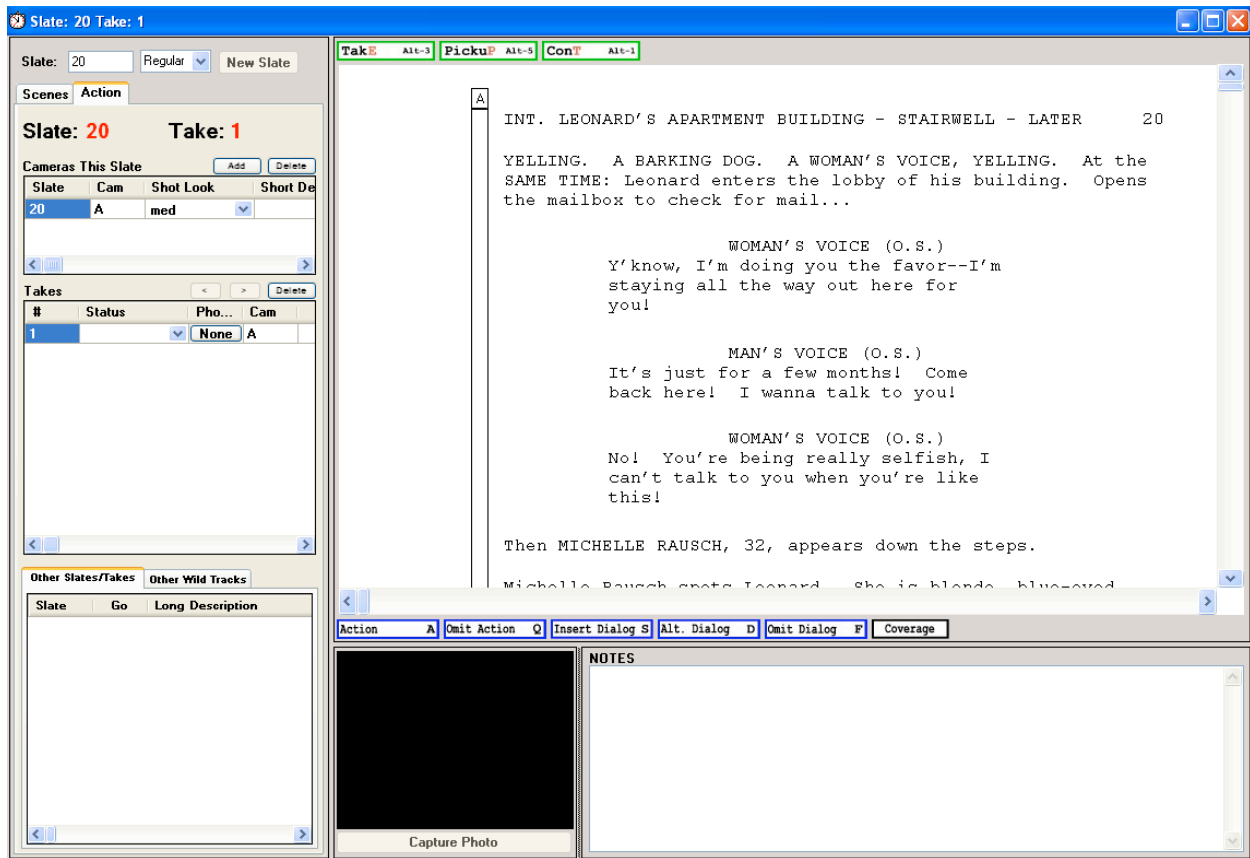
Scrolling the Script View

The main way to scroll the script section is to use the scroll bars with your mouse. But, we have provided a couple of other ways to make scrolling easier. Another way is to use the **arrow** keys.

Additionally, we have provided another method that helps to keep your left hand on the home row of the keyboard. Normally, the cursor will be in some part of the script because you will be making notes that occur at specific places in the script. And, after adding notes, the cursor will return to the original location in the script where you made the note. So, you can press **R** to scroll the window up and **V** to scroll the window down, to see the lower part of the script.

If the cursor is in the notes section at the bottom of the window where you can type freeform notes during a take, you can use the **arrow** keys combined with the **Ctrl** key to scroll the script window. The **Ctrl** key is necessary so that you can move the cursor within the box using the arrow keys.

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Line the Script

It is best to draw the camera line now so when you move to subsequent slates, the previous coverage will be drawn on the script for you. But, you can always return to the shot and draw the line later.

To begin drawing, click in the camera line at a point in the line where you want the line to start. The Camera Line options window will be displayed. The first time you click the camera tube only three of the drawing options are available. These three are used to establish the base line of the shot. The rest of the options will be available on subsequent clicks.

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Where Did I Click?

The box at the top of the window shows the part of the script across from which you clicked in the line. If that is not the part of the script where you intended to click, press **Esc** or click the **Cancel Line Drawing** button.

Indicate a Specific Point

If you want to indicate that this line part starts or occurs at a specific word or point in the body of the script, click at that spot in the script box at the top of the window. A red asterisk will be displayed.

If you clicked at a point in the script box but don't want to use that point, click another spot or click the **Clear Point** button to erase it completely.

When you establish a starting point within the body of the script, a line will be drawn on the script from the camera line to that point in the script.

On Camera, Off Camera, Dirty

First Line Part Selected

The first line part you select will generally be **On Camera, Off Camera** or **Dirty**. Selecting one of these as the first line part will simply draw that type of line from the starting point to the end.

* If you clicked anywhere next to the scene heading as shown in the example, ScriptE will start the line at the beginning of the heading. You don't have to try and click exactly at the beginning.

Subsequent Line Parts - Action

After the first line part has been drawn with one of the three types listed above and you select one of those three at a different point in the line next to action, ScriptE will draw the new line part starting at that point and extending to the end.

If you have multiple scenes in the shot, ScriptE has to treat them somewhat individually and create the same line part starting at the beginning of each scene. This means that the new line part will only extend to the start of the next scene. To

continue the same line type into the next scene, you will need to click near the heading for that scene and select the same line type.

Subsequent Line Parts - Dialog

If you clicked in the line next to dialog and select one of these three line types and the dialog for that character is not the last block of dialog for that character in the shot, you will be given the option to copy the same line type for all subsequent blocks of dialog for that character.

If you click Yes, ScriptE will copy the line type for all subsequent blocks of dialog for the same character in the shot.

If you click No, ScriptE will just use the line type for the selected block of dialog.

If you selected a specific point within the dialog where the line should start, however, you will not be given the option to use the same line type for the remaining dialog.

For dialog, unless you selected a specific starting point in the script, ScriptE will always start the line at the beginning of the character's name and end it at the end of the block of dialog. You don't need to worry about clicking exactly even with the character's name.

Also, if the dialog is the first thing in the scene, ScriptE will start the line at the beginning of the scene heading.

Clear All

Clicking this button will clear the entire line so you can start over. If you select this option while working in take 1, the line will be cleared. If you select this option while in a take after take 1, you will be asked whether you are clearing the line or clearing it so you can create a unique line for this take. You can create a unique line for a take but it is not recommended since more lines may be harder to read on the page.

Clear From Here Down

Clicking this button will clear the line from the point where you clicked in the line to the end.

End Line

Clicking this button will draw a line across the line at the point in the line where you clicked and clear the rest of the line.

Eye Line Camera Left, Eye Line Camera Right

If you clicked the line near dialog, the eye line lines work the same as On Camera, Off Camera and Dirty. You will be asked if you want to use the same line type for the remaining dialog of the same character.

If you click Yes, ScriptE will add eye line indicators at each block of dialog for the same character.

If you select one of these line types for a take after take 1, the take number will be displayed with the indicator.

Don't Use Starting Here, Don't Use Ending Here

Use these line types to block out a section of the camera line that should not be used.

Take Starts Here, Take Ends Here

Use these line types in takes to indicate that a particular take started or ended at a different point than the beginning or end of the line.

Cross Axis

Select this line type to indicate that the camera crossed axis at this point.

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Rolling

There are three ways to roll as indicated by the three stopwatch buttons.

Take - This button increments the take number for the shot and can be started and stopped by pressing the key combination, **Alt-3**.

Pick Up - This button increments the take number for the shot but identifies the take as a pick up take. Use **Alt-5**.

Continuous - This button does not increment the take number but creates a unique clip for which you can make notes. Use **Alt-1** for this button.

When the camera starts rolling, click one of the three **Stopwatch** buttons to start the timer and set the timecode in for the take (if you have set timecode). ****ScriptE logs the start/stop time and timecode the instant you click the button not after you have finished recording your notes.

The shot window will indicate when you are rolling as shown in the sample below.
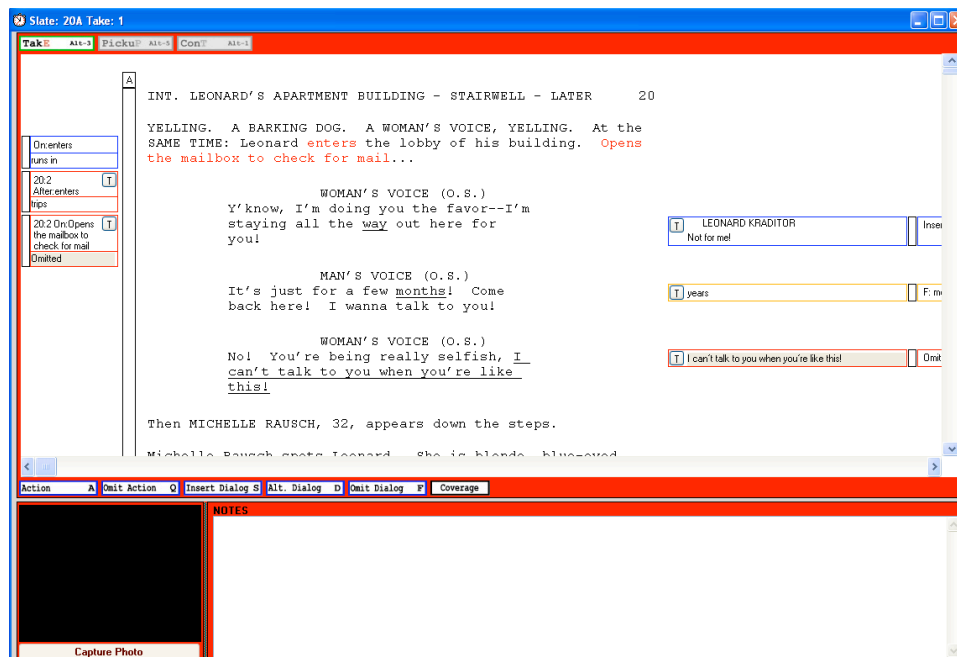
When the director calls "cut," click the button again or use the appropriate key combination to end the take or clip.

Logging Notes

As the shot progresses you may want to record action notes to indicate how an actor performed an action such as holding a glass or dialog changes to note alternate dialog the actor used or omitted.

The first step is to click in the script at the spot where the action occurred or to select the dialog that was changed or omitted.

A single click will be interpreted by ScriptE and the nearest word in the script will be used to indicate where the action happened or dialog was changed. Double-clicking will select a word. Triple-clicking will select a phrase or sentence. Or, drag and select the word or words that were changed in dialog.

After selecting the spot in the script, press the appropriate key as shown below to create the appropriate note. Notice the keys use the home row keys of the left hand.

A - Action Note - Use this to note stage direction.

Q - Omitted Action - Use this to note scripted action that has been omitted.

S - Inserted Dialog - Use this to insert another character's dialog in the middle of scripted action or that interrupts another character's scripted dialog.

D - Alternate Dialog - Use this to indicate modified dialog.

F - Omitted Dialog - Use this to indicate dialog that the actor did not use.

Action Notes - A

When you press the **A** key, a box will appear directly below the cursor so you can quickly type the action note. Be sure to always press **Enter** after typing to dismiss the pop up box. If you don't want to type the note immediately, just press **Enter** to dismiss the box.

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After you press **Enter,** an action note will be added to the left side of the script. You can always click in the lower of the two boxes to type or modify the note.
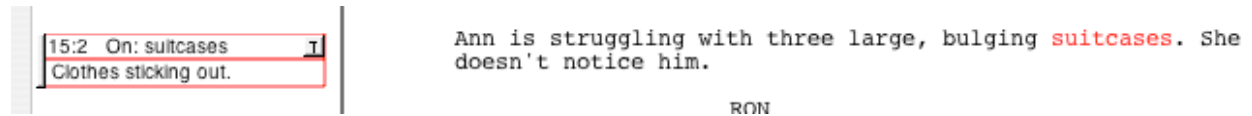
The example shown was logged in take 2. If the note had been logged during the first take of the first shot for the scene, it would have been displayed with the color you selected for first shot action notes. And, the slate and take would not be displayed.

The upper half of the note shows the slate and take during which the note was recorded along with the word to which the note is related.

On the right side of the upper half of the note is a button with a "T". While logging subsequent slates and takes for the same scene, click the button to indicate that the note applies to those slates/takes as well. Every slate and take to which the note applies will be listed.

On the far left of the note is a slender button. Click this button to open the action note in a larger window for modification or to delete the note.
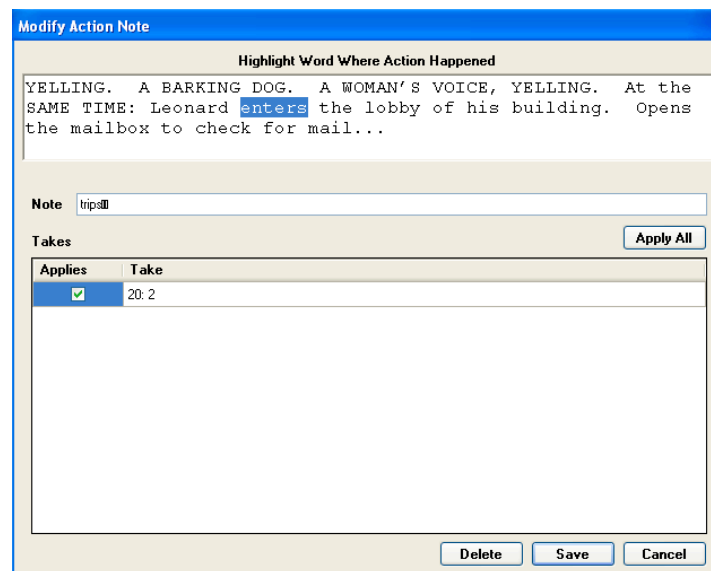
Change the Linked Word

To change the word in the script to which the note is linked, select a new word or words in the box at the top of the window.

Takes

The example shows that the note applies only to take 2 of slate 20. You can check additional takes to which the note applies or uncheck a take if necessary.

Or, to apply the note to all takes, click the **Apply All** button.

Delete the Note

To completely delete the note, click the **Delete** button.

Save the Changes

After making the necessary changes, click the **Save** button to save the changes and close the window.

Omitted Action - Q

This note can only be added when you have placed the cursor or selected one or more words in an action paragraph. This note is to indicate that a particular action was not taken.

When you press the **Q** key, an omitted action note will be added to the left side of the script. Follow the instructions for a regular Action Note above for managing the omitted action note.

Inserted Dialog - S

When you press the **S** key, you have indicated that a new line or block of dialog should be inserted that wasn't scripted. For example, JANE is supposed to say, "Stop the train. I have to get off." But, the actor playing ROGER, after JANE says, "train", says, "Impossible." Then JANE finishes her line, "I have to get off." ROGER's line was inserted into JANE's line.

A list of characters in the scene will be displayed so you can select the character who inserted the new line. Click once on the character in the list and the inserted dialog note will be displayed on the right side of the script.

Type the line of dialog in the box and press **Enter.**

To indicate that this inserted dialog applies to subsequent takes, click the **T** button during a take.

To open the inserted dialog note in a larger window for editing, click the slender button in the center of the note.
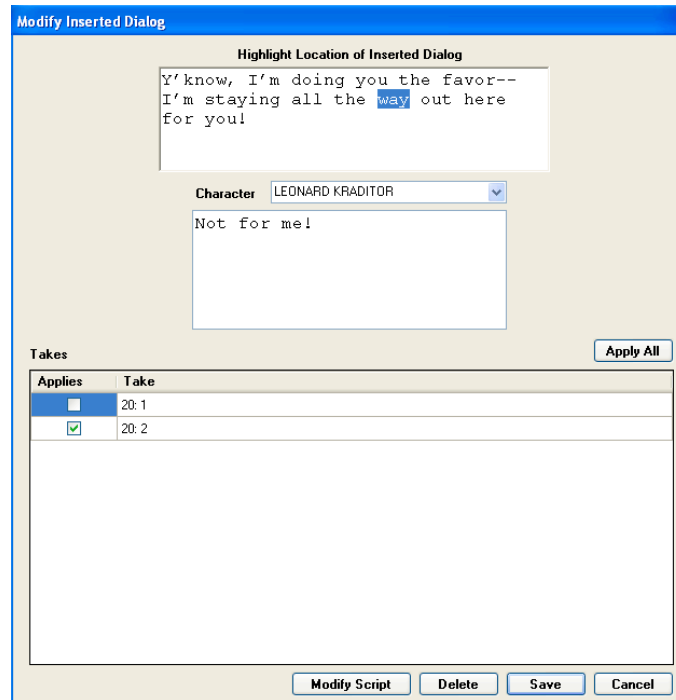
Modify Script

If the director decides that this new line of dialog should be used for all subsequent shots, you can insert it into the script by clicking the **Modify Script** button. You will be reminded to make sure the dialog is correct before clicking the **Save** button.

When you click the **Save** button, the script will be modified as necessary. In the example, WOMAN'S VOICE dialog will be split into two parts and LEONARD'S dialog will be inserted between WOMAN'S VOICE lines.

Also, for all takes where this line was not used, an omitted dialog note will be added to indicate that those takes did not include this line.

In addition, the camera lines for all shots where this new dialog was not used will be split to indicate that those shots did not cover this line of dialog.

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Alternate Dialog - D

If press the **D** key, you have indicated that the actor changed the dialog. An alternate dialog note will be added and displayed on the right side of the script with the other dialog change notes.

In the example, MAN'S VOICE said, "years" instead of "months."

To open the alternate dialog note in a larger window, click the slender button in the center of the note.
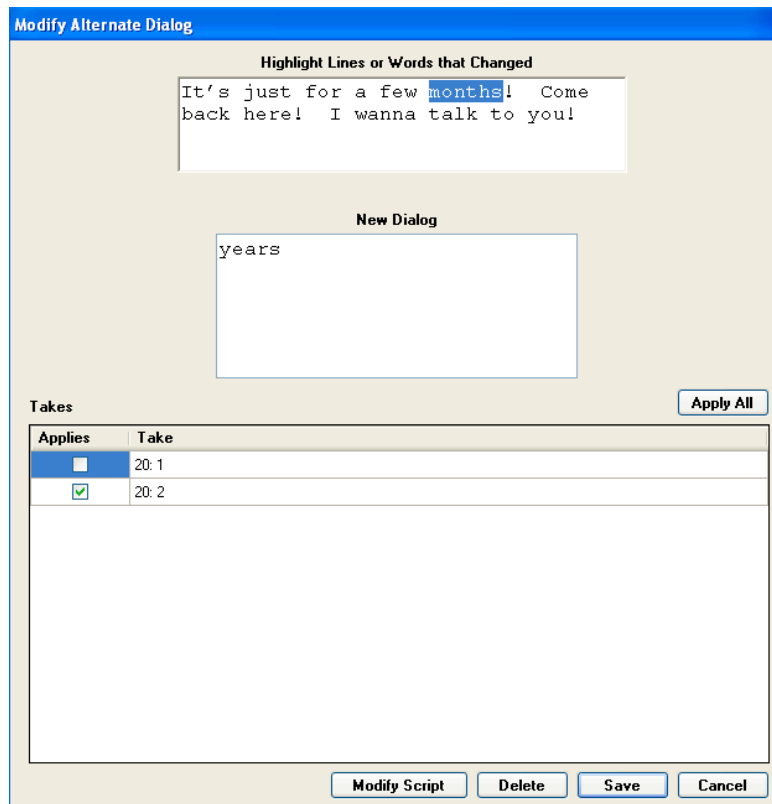
Modify the Script

To modify the script to use the new dialog, click the **Modify Script** button. ScriptE will replace the old dialog with the new in the box at the top of the window. Make sure the dialog is correct and that all applicable takes where this dialog was used are checked then click the **Save** button.

ScriptE will modify the script and add a note for the original script.

Omitted Dialog - F

If pressed the **F** key, you have indicated that the selected dialog was omitted during a take. An omitted dialog note will be added to the right side of the script. Nothing further to do on your part.

To view the omitted dialog note in a larger window, click the slender button in the center of the note.
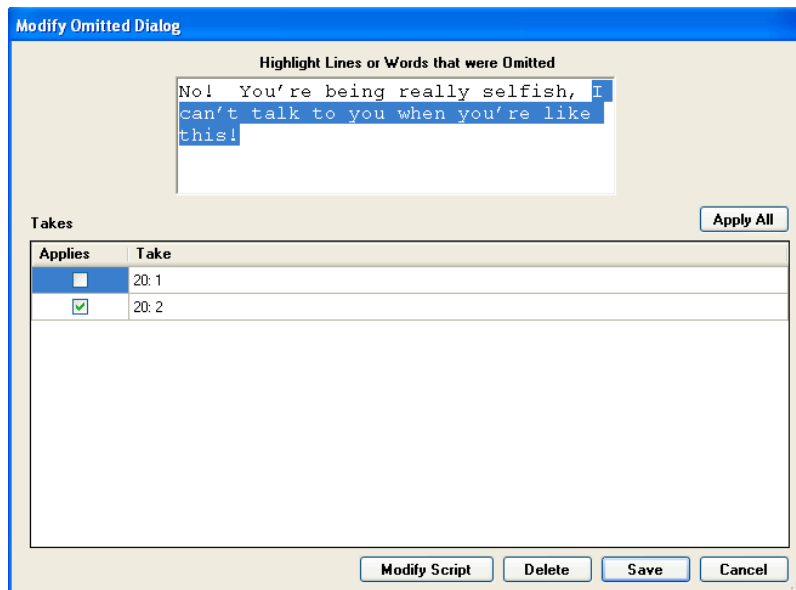
Modify the Script

To modify the script and remove the omitted dialog, click the **Modify Script** button. The omitted dialog will be removed in the box at the top of the window. Be sure the new dialog is correct and that all applicable takes where the dialog was omitted have been selected then click the **Save** button.

ScriptE will modify the script and add a note for the original script.

If you remove the entire block of dialog, the character name will remain in the script as ScriptE needs that placeholder for technical reasons.

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Cut

When the director cuts, click the **Stopwatch** button that you clicked to start the take or use the appropriate key combination.

After each take you will be given the opportunity to rate the take and record your comments. The window shown below will be displayed.

Each clip for each camera individually can be identified as a circle take. If you have multiple cameras in the shot, you can mark them all as a circle take at the same type by clicking the **Circle** button at the top of the window.

Or, if you just want to indicate that the A camera was a circle, select circle in the **Status** drop down pick list next to camera A.

You can then select a **FAV** identifier for each camera's clip and add comments if needed.

If you mark them as Ignore, action notes and dialog change notes will be hidden on the script page.

New Slate

After completing all the takes for a slate and you are ready to prepare for the next shot of the same scene or scenes, click the **New Slate** button.

ScriptE will prepare the window and increment the slate number to the next slate. If the slate number is correct, **tab** out of the box.

Click the **Add** button next to "Cameras This Slate" to add a camera to the new shot. Once you add the camera, the script and camera line will be displayed along with the action and dialog notes from the previous shots. Remember that, if a take is marked as ignore, those notes won't be included.

If you are setting up a shot for a different scene or scenes, change the slate number as needed then click the *Scenes* tab. Remove and add scenes from the list as needed then click the *Action* tab and proceed as usual.

Another option for starting a new slate is to close the Shot window and click the **Add** button on the *Slates* tab of the Shoot Day window. Which is how you got here in the first place.

Coverage

If you want to view the camera lines from previous shots, click the **Coverage** button just below the script. The button will be changed to "Live."

After viewing the coverage, click the **Live** button to return to the "Live" view.

If you are viewing the coverage and click a stopwatch to roll a take, the window will automatically be returned to the live view.

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Shot Window

Split Window

For your convenience, the Shot window is split. Drag the divider to the right to reveal more of the fields in the lists on the left side of the window.
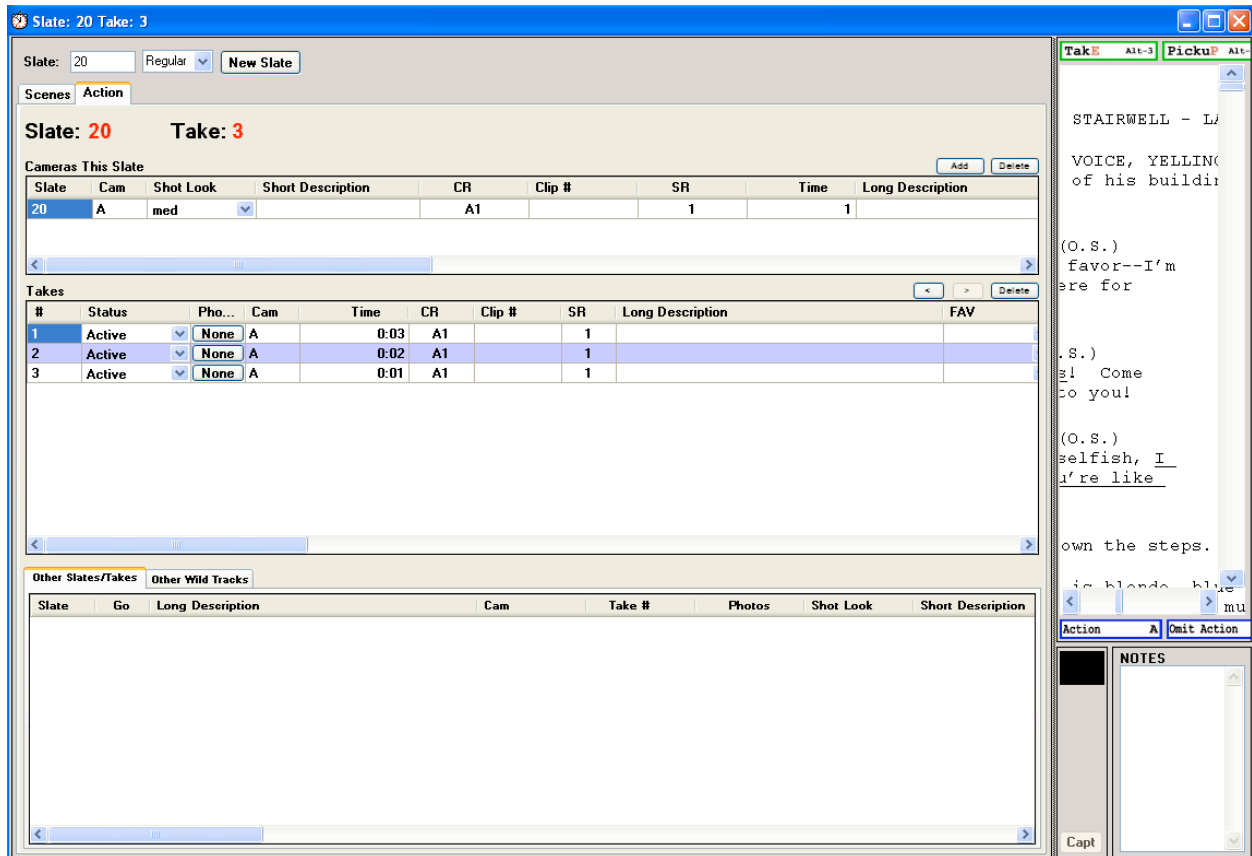
There is another splitter on the right part of the window between the script and the video/notes section. This splitter is just below the action/dialog note buttons. This will allow you to adjust the size of the video feed vertically.
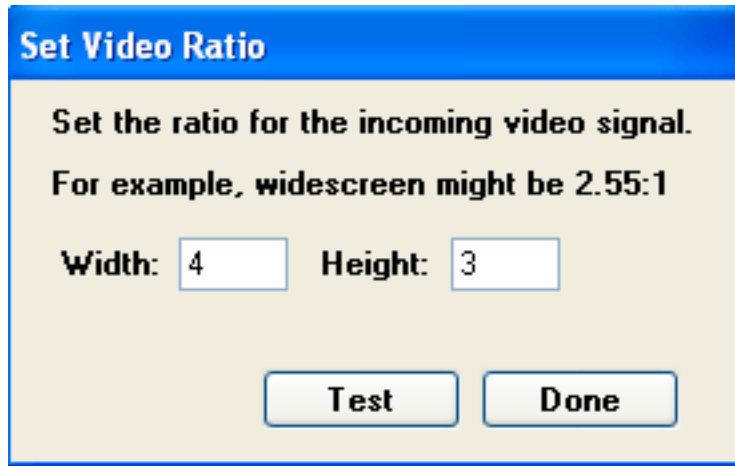
There is another splitter between the video feed and the notes box to allow you to size the video feed horizontally.

If you double-click in the title bar of the shot window, it will be sized to an optimal size.

Video Ratio

If your incoming video image is not in the standard 4:3 ratio, you can adjust the ratio in order to optimize the video image. Click the **Production** menu then the **Set Video View Ratio** menu.

This is best done with the video feed live and the shot window in the background. Enter the width and height values then click the **Test** button. The image will be adjusted. When you have the best ratio, click the **Done** button.

Cameras This Slate

This is a list of the cameras that are being used in this shot.

Slate	Cam	Shot Look	Short Description	CR	Clip #	SR	Time	Long Description	Mode
20	A	med		A1		1	1		H/H

Double-click on a row in the "Slate" or "Camera" column to open the Camera Settings window and make changes to the camera settings. Or, edit the appropriate fields in the list itself by making selections from drop-down pick lists or double-clicking in a cell to change the value.

Scroll to the right to see all the information you can change including the camera roll, sound roll, and setup.

Takes

This is a list of all of the takes for this slate. Double-click on a row in the "#" column to open the Camera Settings window. Or, edit the appropriate field in the list itself.

#	Status	Pho...	Cam	Time	CR	Clip #	SR	Long Description	FAV	Comments
1	Active	None	A	0:03	A1		1		BSF	
2	Active	None	A	0:02	A1		1		NG	
3	Active	None	A	0:01	A1		1		OK	

Changing Information

Remember when entering information for Lens, Filter, T (F or T Stop), LH (Lens Height), Distance, Frame Rate and Shutter Angle enter the information into take 1 first. ScriptE will copy it to all other takes for you. Then, if something was different for another take, enter the change for that specific take.

Photos

Click the **Photo** button for a take to view the photos you captured for the take. See the section in the Tutorial that explains what to do with the photos after you have captured them. If the button says "None" then you did not capture any photos for that take. If the buttons says "Select" then you did capture photos but have not selected any representative stills. If the button says "View" then you have selected one or more representative stills.

Change Current Take

You can change the current take that is the focus of the Shot window by clicking one of the pointer buttons at the right side of the takes list.

For example, if take 1 is displayed and you click the **right pointer** button, take 2 will be displayed. If take 3 is displayed, click the **left pointer** button and take 2 will be displayed.

Other Slates/Takes

This tab displays a list of all other slates and takes for all scenes included in this shot. Scroll to the right to see all the columns in the grid.

Double-click on a row in the "Slate" column to open the Camera Settings window to make changes. Most fields can be changed right here in the list.

Click the button in the "Go" column to open the shot in its own window.

Click the button in the "Scene" column to open the Scene window. If multiple scenes are included in a shot, all the other slates and takes for all scenes in the shot will be included in this list.

Other Wild Tracks

This is a list of wild tracks that have been recorded for scenes in this shot.

Click the button in the "Go" column to open the wild track in its own window.

You can modify the data in any column except the Slate.

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New Wild Track

To add a new wild track, click the **Add** button under the *Wild Tracks* tab on the Shoot Day window.

ScriptE will open a blank Wild Track window for you.
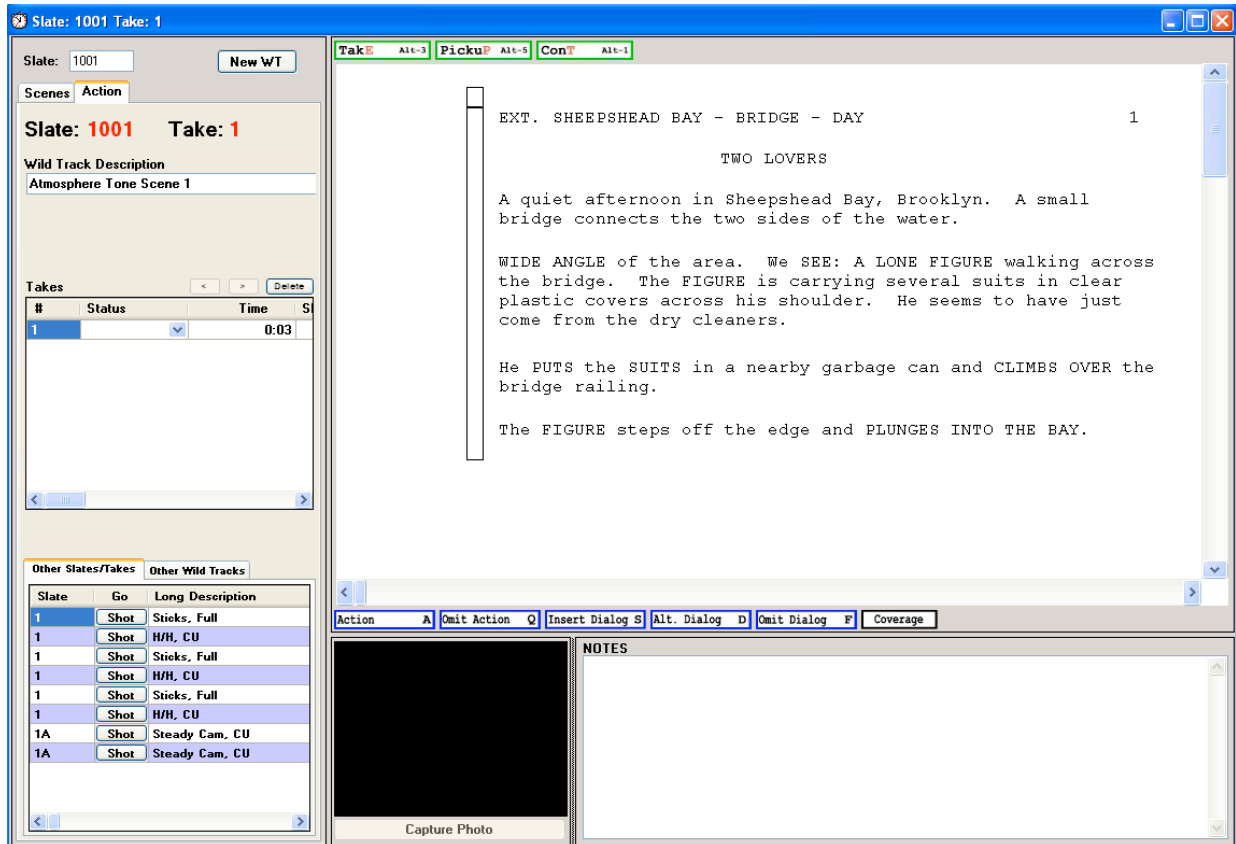
Type the slate and press **tab** then enter the scene or scenes included in the wild track. After entering the scene or scenes, click the *Action* tab.

A default description for the wild track will be added for you. You can change it at any time. And, the script will be displayed along with all of the coverage from camera shots and other wild tracks.

Start and stop the appropriate stopwatch and add notes the same as for a camera shot.

When stopping the stopwatch, you will be prompted to enter your rating and comments for the take and to indicate whether it is a circle take or not.

"Camera" Line

A camera line is placed on the script for you in case you want to indicate what is being recorded in the wild track. For example, when voice over dialog is recorded.

The camera line type selector is a little different for a wild track since there are no cameras involved.

Several of the options are disabled since they don't apply to a wild track.

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Photos

As you have seen, ScriptE can pick up a live video feed that you can use to capture stills during takes. As each photo is captured, it is given a filename that includes the slate, take, and the date and time that it was captured to the millisecond.

Photos, whether captured or imported, are stored in the same folder as your ScriptE data that you selected when you first ran ScriptE.

A folder is created for the production using the title of the production. Then a folder is created for each slate with folders for each take under the slate folder. The photos for each take are stored in the respective take folder.

To capture photos from the live video feed, click the **Capture Photo** button at the bottom of the Shot window or press **Alt-P**.

Grab Photos

If you do not have a live video feed from which to capture photos, ScriptE allows you to import photos from an external source such as a memory card from a digital camera.

If you are using an external source, be sure to set the date and time on the camera or other device to match as closely as possible the date and time on your computer. ScriptE will determine which photos apply to which takes based on the date and time of the photo file.

To grab photos from a memory card or hard drive, click the **Production** menu then the **Grab Photos** menu. An open file panel will be displayed where you can select the photo files from your hard drive or memory card. Select one or more photos and click the **Open** button.

ScriptE will load the photos into the window shown below where you can select representative photos for each take.
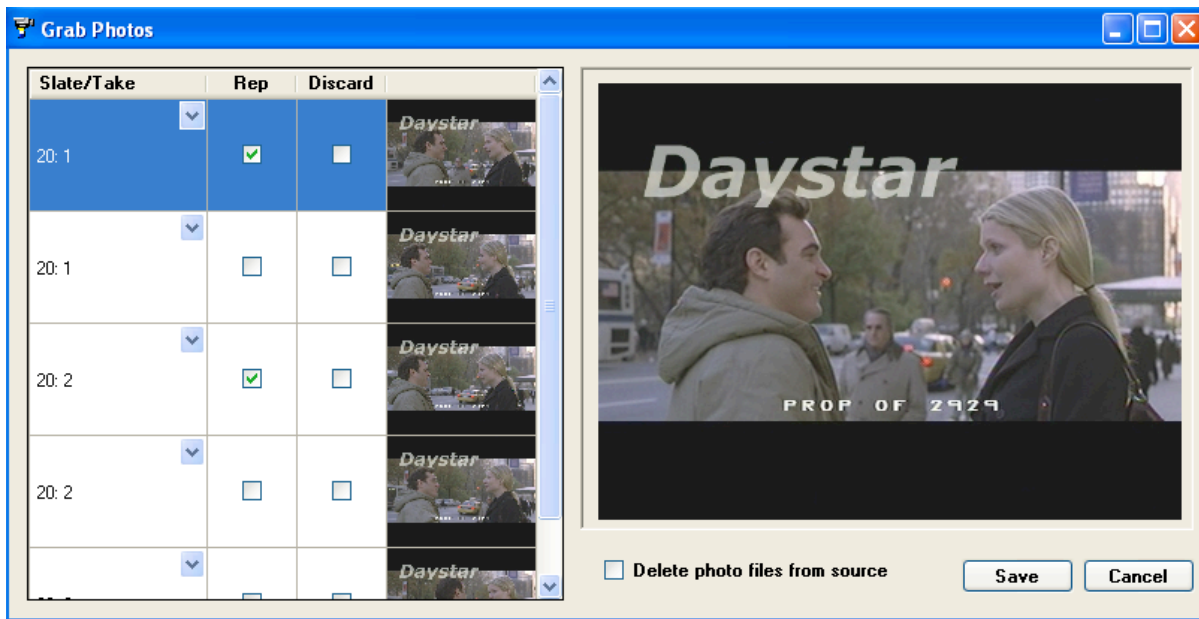
If the correct slate/take is not already selected, select it from the drop-down pick list for each photo.

Check the box in the "Rep" column to identify one or more photos for each take as representative photos for the take. The representative photos will be included in various reports.

If you do not want to keep a photo, click the box in the "Discard" column for the photo.

After reviewing the photos and selecting the representative photos, click the **Save** button. ScriptE will copy all of the photos not flagged to be discarded into the folder structure described above. The original file names will be retained.

If you want ScriptE to delete the original files after they are imported, be sure the box is checked next to "Delete photo files from source."

Viewing Photos

Now that you have captured or imported all of these photos you will want to view them. Photos for a take can be viewed from the Shot window or Scene window or even the Shoot Day window. Wherever you see a **Photo** button.

When you open the photos for a take, the window shown below will be displayed.
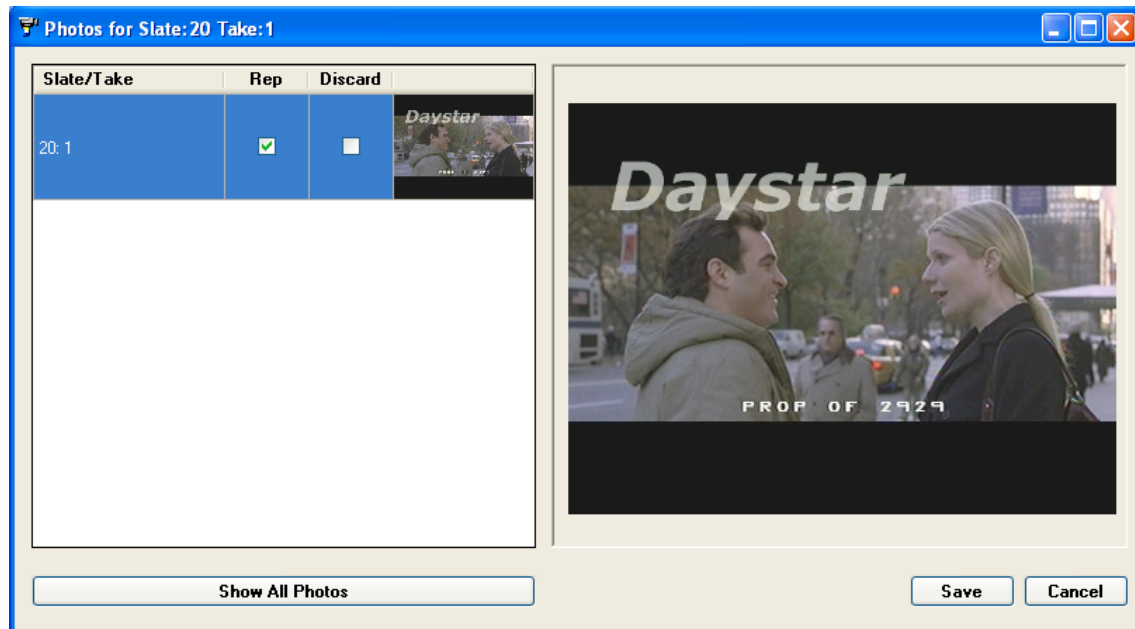
Remove a photo as a representative take by unchecking the "Rep" checkbox. The photo will be saved in the folder but will no longer be a representative still.

Click the **Show All Photos** button to view all photos for the take including those not selected as representative photos.

Click on a photo in this list to view it in the larger window.

To flag an additional photo as a representative photo, check the "Rep" checkbox for the photo.

If you want to discard a photo, check the "Discard" checkbox.

After making the necessary changes, click the **Save** button to lock them in.

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Circle Take Photos
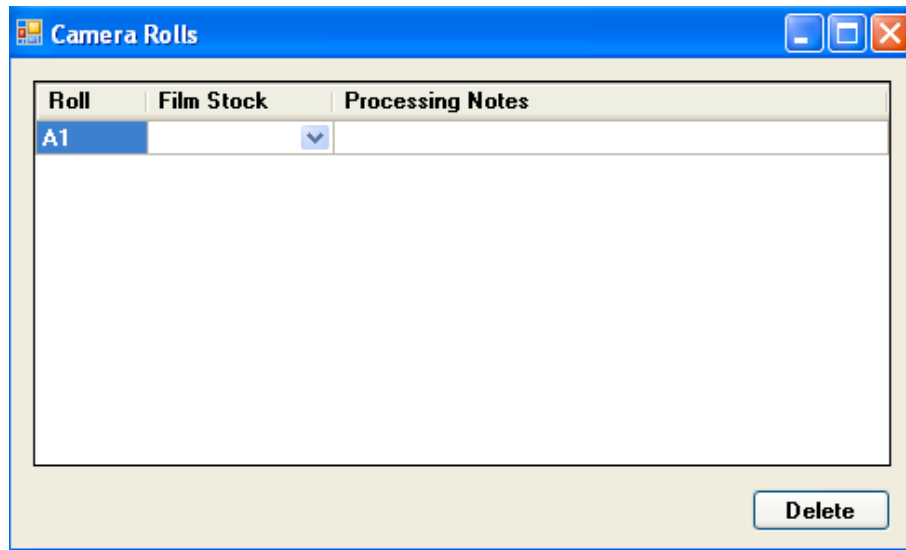
You can view all of the circle take representative photos for a scene by clicking the **Circle Take Photos** button on the *Shots* tab of the Scene window.

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Camera Rolls

A list of all of the camera rolls that have been used in the production can be viewed by clicking the **Production** menu then the **Camera Rolls** menu.

Select the film stock and add any processing notes for each camera roll.

Camera Roll Report

The camera roll report can be found under the **Reports** menu. It is a listing of each camera roll and the slates and takes that were included in each roll. Circle takes are circled.

End of the Shoot Day

And so the shoot day has reached an end. Time to review the day's activity and email the reports. Close any open Shot windows and return to the Shoot Day window for today.

If the Shoot Day window is not open, open the Shooting Days Summary window and double-click on the current shoot day in the list.

Review Slates and Takes

Click the *Slates* tab and make sure the information for all the shots has been entered: camera and sound rolls, circle takes, comments, and camera information.

Review Scenes

Click the *Scenes Shot Today* tab and credit scenes as necessary. Decide whether any scenes are owed additional shots.

Review Setups

Click the *Setups* tab and make sure that the slates are linked to the correct setups. To make changes, open the shot from the Slates list and change the setup for the appropriate cameras in the cameras list.

Review Wild Tracks

Click the *Wild Tracks* tab and make sure the sound roll has been entered for every take. Verify that the circle takes have been identified and the comments have been entered.

Notes

Add any Weather, On Set, or Production notes for the day. Remember that weather and production notes will be included in the Daily Progress Report.

Enter Time

Click the *Time* tab and make sure all the times for the day have been entered accurately.

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Review Reports

Review the daily reports that will be emailed to participants by running each daily report individually.

Email Reports

If all of the information in the reports is correct, clicking the **Reports** menu then the **Email All Daily Reports** menu. ScriptE will compile all of the reports, save them in pdf format in your Daily Reports folder and email them to all applicable participants.

Save Daily Reports to Folder

In addition to emailing the daily reports, you can also save them to a folder or thumb drive by clicking the **Reports** menu then the **Save Daily Reports to Folder** menu. You will be prompted to select the folder then ScriptE will prompt you to select the reports that you want to include. The reports will then be processed and saved in pdf format in the selected folder or location.

ScriptE Select Backup

At any time during the work day, if you are a ScriptE Select subscriber, you can email a backup of your file to ScriptE Systems. Then, if a problem occurs, we can better assist you by looking at the actual data. Also, if something were to happen to your computer, you can be assured that we will always have a backup of the file that we can send to you.

Naturally, the file can only be sent when you have an Internet connection and are able to send and receive emails.

When you send the backup by clicking the **File** menu then the **Backup to ScriptE Systems** menu, you will receive a prompt letting you know that your backup arrived at ScriptE Systems.

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Reports

ScriptE includes many reports and sorting options for those reports.

Script Revision Differential

When you import a new script revision, ScriptE doesn't change the scripted eighths nor the estimated running time for the revised scenes. You will need to review the changed scenes and make any adjustments that are necessary unless a scene was omitted. You do not need to change the eighths or the running time to zero for an omitted scene.

If a new scene was added that didn't exist in the previous version, ScriptE will estimate the eighths and running time for the new scene.

After making the adjustments to the eighths and running time for the revised scenes, run this report to see a scene by scene comparison for all revised, added, and omitted scenes and the overall effect on the script length and running time.

Select the revision for the report in the Script Revisions window then select the *Script Revision Differential* menu.

Long Form Breakdown

This report includes a list of all the scenes in the script including all of the notes such as the wardrobe and hair notes.

If the scenes are identified by act, the report will be printed with sections for each act including subtotals for the number of scenes, the total number of scripted pages, and the total estimated running time.

This report also includes a section at the end for all of the questions that were entered in the *?* tab of the scenes.

This report can be sorted in numerous ways but the act breaks are only included when the report is sorted by scene number.

Short Form Breakdown

This report is identical to the Long Form Breakdown except it doesn't include the notes sections.

If the scenes are identified by act, this report will also be printed with sections for each act with subtotals.

This report can be sorted in numerous ways but the act breaks are only included when the report is sorted by scene number.

Short Form Export

This function will export the short from breakdown into a format that can be loaded into an Excel spreadsheet.

Daily Partial Progress Report

This report is a subset of the full Daily Progress Report described below that can be used as a lunch or midday progress report.

Daily Progress Report

This report is a one page summary of the day's activity including to date totals for the progress of the production and projected running times for the finished production based on current progress.

Include Partially Credited Scenes in Totals

By default the Daily Progress Report only includes the eighths from fully credited scenes in the totals. If you would like to include the eighths from partially credited scenes, click this menu item so that a check-mark appears next to it.

Daily Editor Log

This report is a listing of all slates and takes for use by the editor. It can be sorted by the order shot or by camera roll.

Daily Editor Log Red Camera

This report is similar to the Daily Editor Log but includes the Clip # field.

Daily Timecode Log

This report is a listing of all slates and takes with timecode in and timecode out for each take. It can be sorted by the order shot or by camera roll.

Daily Timecode Log w/Photos

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This report is a listing of all slates and takes with timecode in and timecode out for each take as well as the representative photos for each take. It can be sorted by the order shot or by camera roll.

Circle Takes Only

This option appears below the Daily Editor Log, Daily Editor Log Red Camera, Daily Timecode Log, and Daily Timecode Log w/Photos reports. Check this option to include only Circle takes in the respective report.

Daily Face and Lined Pages

This report includes the facing pages for all shots for the day and all affected script pages sorted in order. Facing pages for shots from other shoot days are not reprinted but any script page with a scene that was included in a shot today is included.

Include Representative Photos

If you want to include representative photos in the body of the facing pages in the Facing and Lined Pages report, click this menu so that a check-mark appears next to it.

Daily Coverage

This report prints a kind of proof sheet of representative photos for all circle takes for today's slates/takes.

Daily Clip Bin File

This process creates a tab delimited file with all slates and takes for the day that can be imported by a transfer house or editor.

Camera Rolls

This report prints a list of all camera rolls used so far in the production with a list of all slates and takes shot on each roll.

Sound Rolls

This report prints a list of all sound rolls and the slates and takes, including wild tracks, that were recorded on each roll.

Wild Tracks

This report includes a list of all wild tracks recorded for the production.

Scenes Owed

This report includes a list of all scenes that are flagged with Owe Inserts. It can be sorted numerous ways.

Wish List

This report includes a list of all wish list scenes, scenes that have not yet been assigned a scene number. This report can also be sorted in numerous ways.

Full Script and Facing Pages

This report prints all facing pages and lined script pages for the entire production.

Full Editor's Log by Scene

This report is an Editor's Log for the entire production sorted by scene.

Coverage for all Slates

This report prints all representative photos for all circle takes for the entire production in slate order.

Report to Editor

This is a summary report that can be generated anytime but is generally used at the end of the production to provide summary information to the editor.

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Configuration

ScriptE allows you to customize various setting such as color preferences and standardized pick lists to "make it your own" or to handle different situations that arise for particular productions.

There are two ways you can set the preferences: Globally, Specific Production

Globally

ScriptE maintains a global set of preferences that are copied into a production file when you start a brand new production. You might call these your default settings.

You will set these from the main ScriptE window using the **Preferences** menu.

If you make changes to the default settings, those changes won't affect any existing production files. Only future production files. So, if you want the changes to affect an existing production, you'll need to make the changes in that file.

Specific Production

After the default settings are copied into your production file, you can make modifications that will only apply to that production file. For example, if your default color setting for camera A is blue but the editors prefer to have the camera A lines be brown, you can set the A camera color to brown just for this production.

You will set these in your production file under the **Edit** menu then the **Preferences** menu.

Having specific settings within the production file also allows you to send the file to someone else and the preference settings won't be affected by the other person's default settings.

Another advantage is that future productions won't get cluttered up with various items that only applied to one specific production.

All descriptions below will assume that the menu used starts under the **Preferences** menu.

Color Coding

To set the main color coding preferences, click the *Color Coding* menu.

To change a color, click in the color box for the item. A Color Selection window will be displayed. Click on the desired color then click the **OK** button.

After making your selections, click the **Save** button.

ScriptE allows you to select a color for the following items:

1st Shot/Take Action Note

When you add action notes during the first take of the first shot for a scene, the box around the note will be displayed on the script using this color. These notes are considered the preferred action for the scene that was established during rehearsal or during the first take for the scene.

Subsequent Take Action Note

Action notes added after the first take will be displayed using this color. These notes are considered exceptions to the preferred action as recorded during the first take. The slate and take number will also be displayed with these notes.

Alternate Dialog

These notes are used to record alternate dialog when an actor says a different word or phrase than the dialog in the script.

Inserted Dialog

These notes are used to record an entirely new line of dialog by a character that wasn't scripted at all. This dialog would normally be inserted into the middle of another character's dialog but could be before or after another character's dialog.

Omitted Dialog

These notes are used to record a word or phrase that an actor omitted.

Scripted Dialog

Dialog changes can be used to alter the actual text of the script. If the director decides that an alternate line of dialog that an actor has been using should be used for all shots going forward, you can modify the script and insert the new dialog. Similarly, if an omitted line is to be omitted for all subsequent shots, you can remove the line from the script.

When the script is altered in this fashion, the original text of the script is displayed along with the dialog change notes so you can always see what the original dialog was.

Wild Track Lines

As shooting progresses, all the camera lines drawn for the previous shots of a scene are drawn on the script as well as any wild track lines. The colors for the camera lines are determined by the camera line color settings. The color selected here determines the color of the wild track lines.

After selecting the desired colors, close the window. You can change the colors at any time. ScriptE doesn't store the color with each affected item. It looks up the required color when displaying the item so the current color scheme will always be used.

Breakdown Scene Heading Text

This is the color for the scene heading in the long and short form breakdown report. You can change the color to make the report easier to read.

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Show Shot Look on Camera Lines

The camera lines are normally drawn on the shot coverage window and the lined script based on the shot look type selected for the camera in a shot which you will learn about later in this document. The wider the shot, the further left the line will be displayed. The closer the shot, the further right the camera line will be displayed. So, the position of the line indicates what type of shot it is.

But, if you prefer to show the camera lines in the order shot, you may want to include the shot look type description along with the line. To include the description, be sure the **Show Shot Look on Camera Lines** menu is checked.

Pick Lists

In order to save some typing and avoid typos, ScriptE has several pick lists of standard items that you will select from a drop-down pick list to fill in data for various fields.

You will find a menu for each list of items under the **Manage Pick Lists** menu. When you select a list to manage, a window similar to the one shown below will be displayed.

Managing a list is similar for all of the lists except Shot Look Types. See the specific instructions in the section for Shot Look Types.

To add an item to the list, click in the cell in the row with the "*" and type the new value.

To delete an item from the list, click the gray row header to the left of the description then press the **Delete** key.

You can control the order in which the items will appear in the drop-down pick list. To change the order, select an item in the
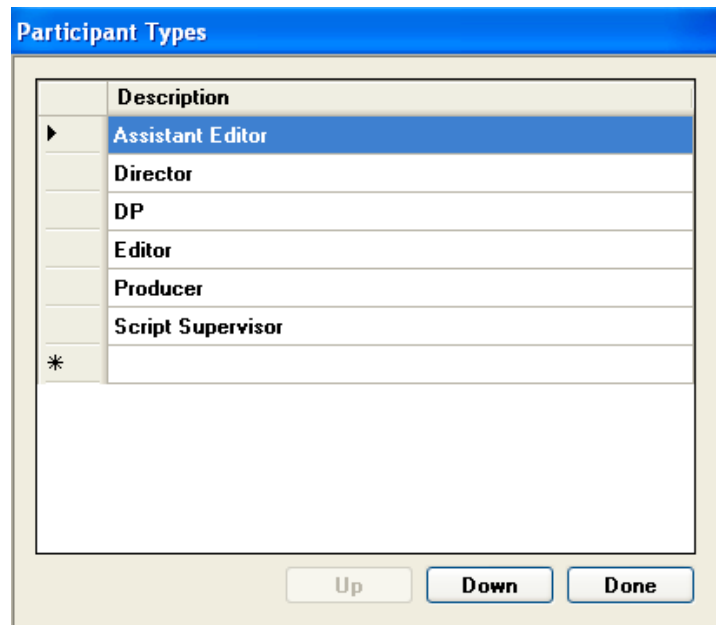
list then click the **Move Up** button to move it higher in the list
or click the **Move Down** button to move it lower in the list.

Participant Types

When you add participants to the production for the purpose of
emailing reports to them, you will identify each participant's
role in the production using this list. In addition, the names
of any producers and the name of the director will be included
in the heading of the Daily Progress Report.

Script Int/Ext Types

This list should include all possibilities that might be found
in a script.

Take Types

This list is used to identify the different types of takes. If a
take is identified as a "Pick Up" take, "PU" will be appended to
the take number when the take number is displayed or printed in
a report.

Take Select Types

After each take, you will have the opportunity to note the value
of the take by selecting an item in this list then adding a
comment.

Camera Mode Types

This list is used to identify the type of camera or camera
mounting that was used for a shot. This selection is included in
the shot description that will go to the editor.

Camera Types

This list is used to identify the camera body that was used for
a shot. You can also select a different color for each camera
letter to better identify the camera lines for the coverage of a
shot both on screen and in the Lined Script pages.

Click the **Select** button in the *Color* column and select the color
for the camera letter.

Film Stock Types

This list is used to identify the film stock for each camera roll.

Shutter Angle Types

This list is used when entering information for the camera that was used for a shot.

Shot Look Types

The shot look types describe the shot ranging from wide to close up. This selection for a camera in a shot also determines where the camera lines will be drawn on the script, the wider the shot, the further left the line will be drawn. The closer the shot, the further left the line will be drawn.

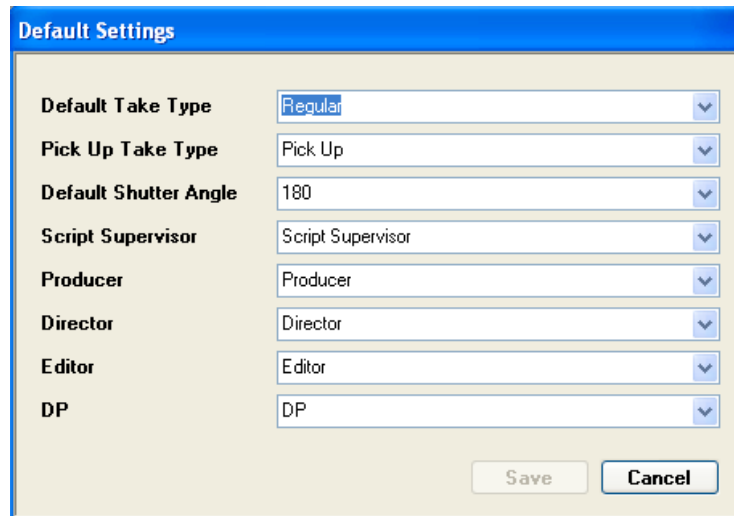The script is divided into five zones. Each shot look type is assigned into one of the zones.
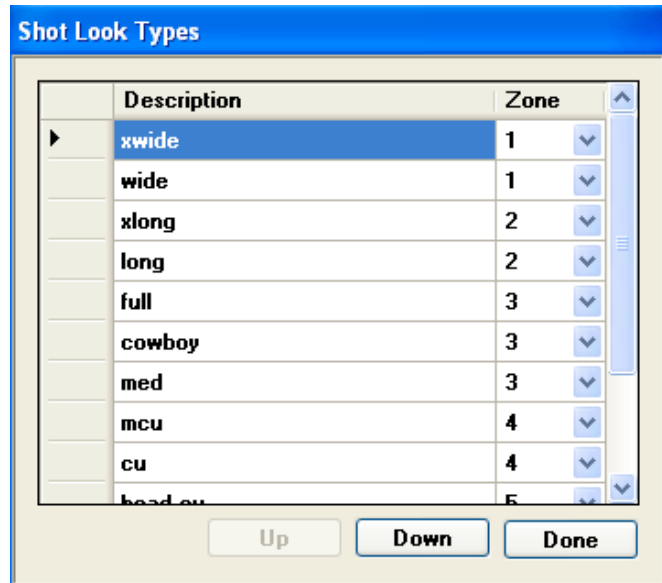
If you want to the camera lines to appear in the shot window and on the lined script in the order they were shot, put all Shot Look Types in zone 3.

Show Shot Look on Camera Lines

When the camera lines are displayed in the order shot by placing all Shot Look Types into zone 3, it may not be clear what type of shot each line represents. Checking the **Show Shot Look on Camera Lines** menu will tell ScriptE to include the description as entered in Shot Look Types above with the camera line.

Default Types

Since you can make changes to the lists of items that ScriptE uses, you will need to identify certain items for ScriptE. To set these default items, click the **Manage Pick Lists** menu then the **Set Defaults** menu.

If you have not changed any of the pick list items, you should not need to make any changes here. But, if you have changed the pick list items, select the appropriate item for each of the default selections and save your selections.

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Where are My Pick Lists and Photos Stored?

When you started ScriptE for the first time, a file named "ScriptEPickListData.ssd" was placed into a folder that ScriptE created on your hard drive called "ScriptE Data." This is also the location where all of your photos are stored as well as daily reports that have been emailed.

If you want to check the location, click the **Help** menu then the **Where are My Pick Lists and Photos Stored?** menu.

Change Location of ScriptE Data

If you need to or want to change the location where all of these files are stored, you should copy "ScriptEPickListData.ssd" and all of the files and folders that are in the same location as that file to the new location. Then, click on the **Change Location of ScriptE Data** menu under the **Help** menu. You will be reminded of these steps then prompted to select "ScriptEPickListData.ssd" in the new location. ScriptE will now use the new location.

Deactivate ScriptE

If you purchase a new computer or need to move ScriptE to a different computer, you will need to deactivate ScriptE on the old computer before you will be able to activate it on the new computer.

To deactivate ScriptE, be sure you are connected to the Internet then click the **Help** menu then the **Deactivate ScriptE** menu.