The Tutorial

by ScriptE Systems, LLC

www.ScriptESystems.com

ScriptE™ Tutorial

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 or Screenwriter
- 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. 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 **ScriptE** 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 hold down the Ctrl key on your keyboard, click your mouse then release the Ctrl key. A pop up menu will be displayed where you can click the ***New Folder*** menu. A new folder will be placed onto your desktop with the words, "Untitled Folder" highlighted. Type the name of your production and press Return.

We also recommend that you create five 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.

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

SCRIPTS - Contains all versions of scripts from production.

PRODUCTION - Contains call sheets, schedules, clearances, and other correspondences 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 a Finder window. Then, hold down the Ctrl key, click in the right pane of the Finder window and release the Ctrl key. Next, click the ***New Folder*** menu in the pop up menu and a new folder will be created. Rename the untitled folder to SCRIPTE FILES then repeat this process to create the other three folders. You can now close the Finder window.

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

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To start a new production file in ScriptE, click the **File** menu then the **New Production** menu. A window will be displayed where you will type the title of the movie, television show 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 **Command-S**. You will be asked to select the location. In the left pane of the pop up window, scroll down until you find the **Desktop** and click it. In the right pane, find your production folder and double-click it. You should now see the four subfolders you created. Double-click the SCRIPTE FILES folder. The right pane should be empty.

At the top of the pop up window is a temporary name for your file: Untitled. Be sure to change this to the production title you just entered in the "Title" window shown above.

Finally, click the **Save** button. ScriptE will create a file with the extension "scripte" and a folder that includes the words "DataFiles" in the name. This folder contains several other files that make up the full production file. ***If you ever need to send your file to someone or copy it to a thumb drive or other location, be sure to include the ".scripte" file and the "DataFiles" folder.***

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Add the Participants

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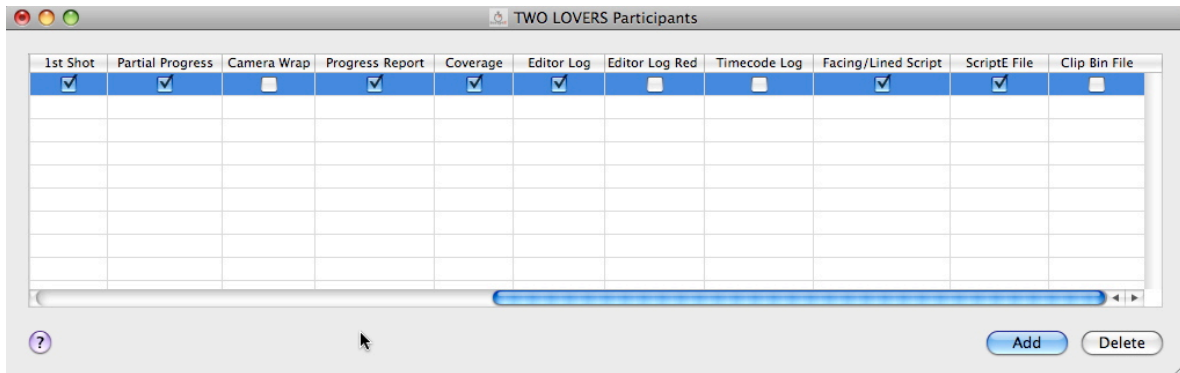
add the participants: Producers, Director, Editor, Script Supervisor, etc.

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 **Participants** menu under the **Production** menu. The participants list will be displayed.

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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. *Be sure Mail is running before you start shooting or you may experience a delay at the first shot.*

Partial Progress

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

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.

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.

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.

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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.

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.

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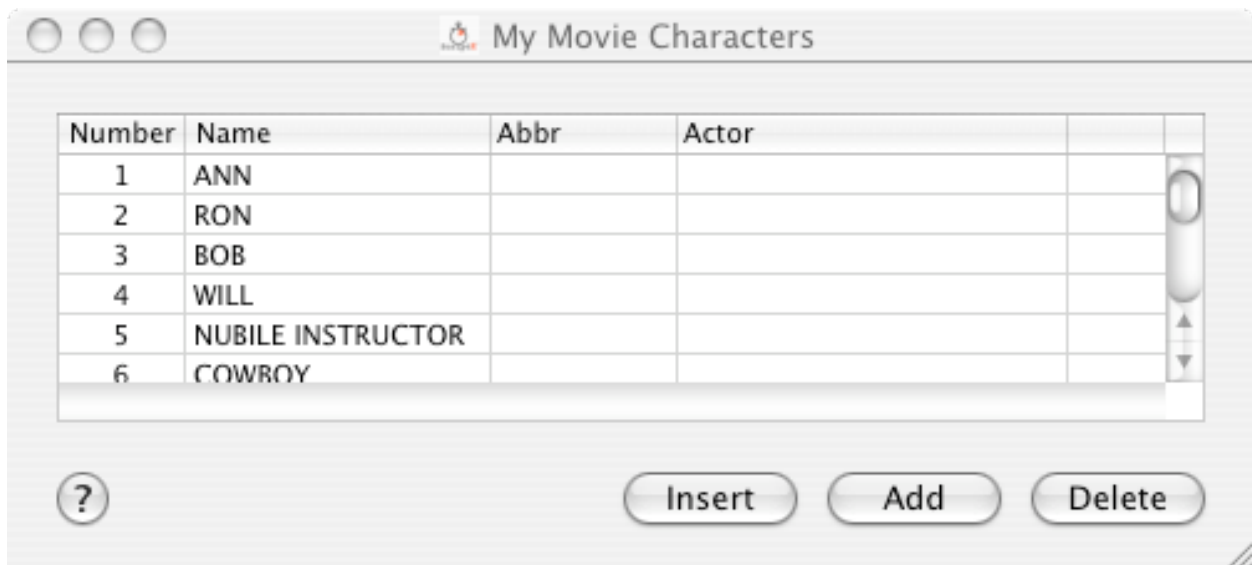
To add a character, click the **Add** button and type their number and name. Optionally, enter an abbreviation that you will use when making notes and the actor's name, if necessary.

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 for the same director, producers, etc. such as episodic television, 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.

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Script Revisions

The next step is to enter the original script version. Open the Script Revisions list by clicking the **Script Revisions** menu under the **Script** 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. A basic understanding of Final Draft 8 is essential for all digital script supervisors.
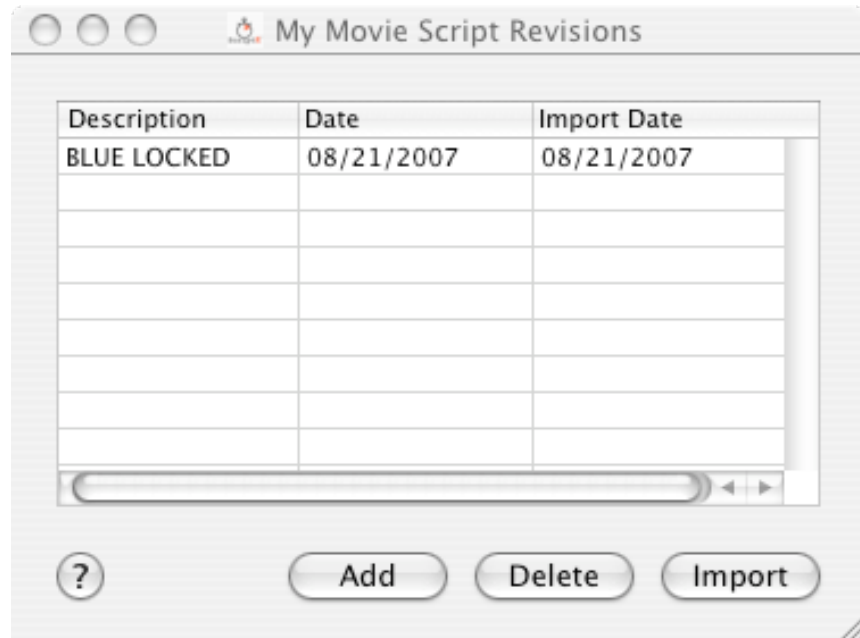
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Remember, even if production sends you the script from a previous version of Final Draft, you can still open the file in Final Draft 8 and save it in the new format.

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 and "a pages" have been locked. Locking the pages tells Final Draft to include page number information in the .fdx file.

LOCKING PAGES:

1) open the script in Final Draft 8,

2) click the *Production* menu then select *Lock Pages*

3) If the *Lock Pages* menu reads "Lock A Pages" - Woo Hoo! this means that production has already locked the pages - skip to step #4.

4) Repeat the process by clicking the *Lock A Pages* menu. * note Final Draft will always allow you the option to "Lock A Pages" but you only need to do this once.

5) Then save the script file and close Final Draft. This will create a file with the extension ".fdx".

Prepare the Script in Final Draft 7

* Note - most productions should now be working with the most current version of Final Draft - Final Draft 8. The below instruction are only for those users who are importing a script generated in Final Draft 7 and who do not themselves have access to a copy of Final Draft 8.

* Remember as long as a script was generated in Final Draft 8 and has the extension .fdx and the "pages" and "a pages" have been locked, you do not need to open and adjust the script in anyway. Also, if you have access to a copy of Final Draft 8, all you need to do is open the script, "lock the pages" and "a pages", and save.

* So if, and only if, both you and your production are still using Final Draft 7, you may need to follow the below instructions:

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FINAL DRAFT 7 ONLY - In order for ScriptE to be able to identify each page during the import, you must modify the header in the script.

1) 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. Once this is done, close the header.

2) Make sure the view of the script is set to 100%. Click the **View** menu, then the **Zoom** menu, then **100%**.

3) 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. This will create a file with the extension ".txt".

Prepare the Script in Screenwriter

* MAC USERS NOTE * due to errors in the AVID output of MAC version of Screenwriter, we highly recommend that users have scripts converted on the PC version of Screenwriter before importation. If you don't have access to a PC version of Screenwriter, ScriptE Select customers may email scripts to techsupport@scriptEsystems.com for conversion to the AVID script based editing format.

PC USERS - Converting a script to the AVID SCRIPT based editing format is very similar to the conversion method of Final Draft 7 scripts.

1) Open your MMSW Script ON A PC or MAC RUNNING MMSW

2) From the FORMAT menu select HEADER and then replace everything in the header with: PAGE#ENDPAGE

3) Be sure to select "Every Page" in the "Print Headers On..." section and "Flush Left" in the "Align Header/Footers" section.

4) Click the OK button to save the changes.

5) Click the Production menu then Remove then Current Revision Marks.

6) Click the View menu then Collapse All Hideable Elements (this hides all the writer comments that can sometimes be included along with the script).

7) SAVE

8) Click the File menu then Export to... then Avid Editor Format (.txt)

9) Select the location for the txt file and click Save.

This file can now be emailed or transported via USB drive to the ScriptE for importation.

You are now ready to IMPORT THE SCRIPT

Import the Script

You are ready to import the script. Add, name and select a revision appropriate to the color revision of your current script. For instance if you are importing for the first time and your script is entitled PRODUCTION draft:

1) from the SCRIPT PULL DOWN MENU select REVISIONS

2) hit ADD

3) highlight the new revision (*note the default name is CURRENT REVISION you should change that to PRODUCTION

4) select the version in the Script Revisions list "PRODUCTION" is the draft we are using for this example.

5) 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 and Screenwriter Scripts that have been properly converted for importation with have the extension ".txt".

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. If shooting hasn't yet begun, importation will begin.
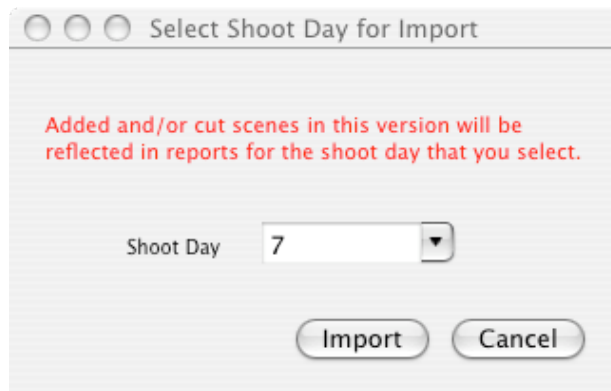
Select the day in the drop-down pick list and click the **Import** button. To cancel the import, click the **Cancel** button.

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.
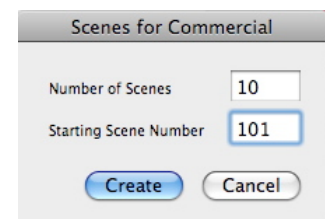
You can create additional scenes later if needed.

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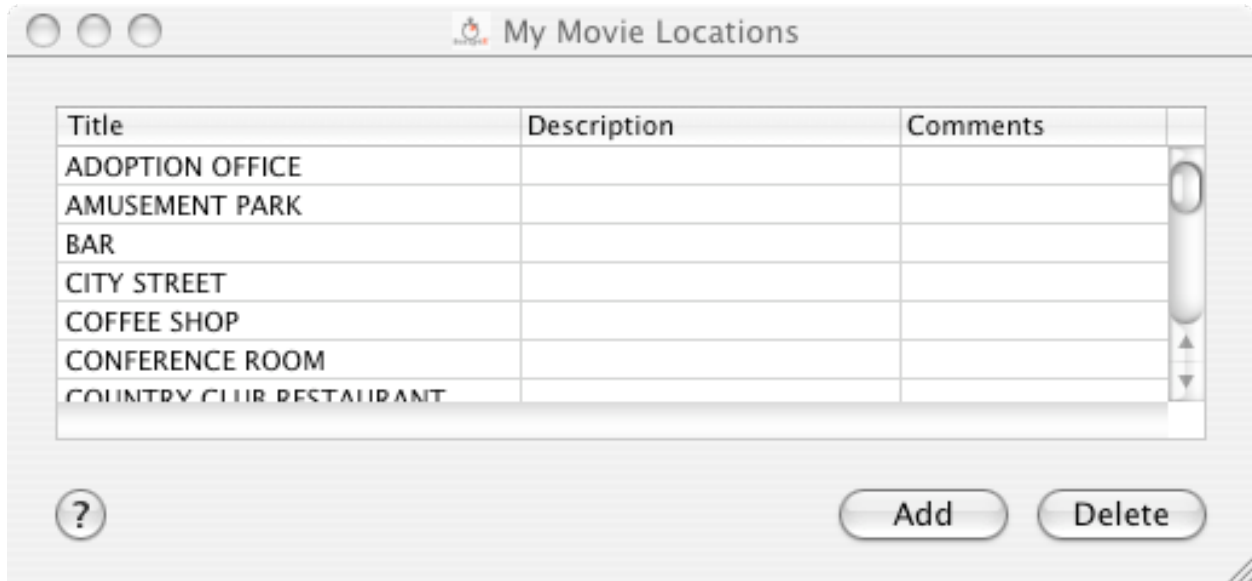
If a location is changed in this list, all scenes at that location will be changed automatically. This can be used if, during production, a particular location is unavailable and those scenes will be shot at a different location. For example, if the scenes at the amusement park are going to have to be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

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Scenes

View the complete list of scenes by selecting the **Scenes** menu under the **Script** menu.
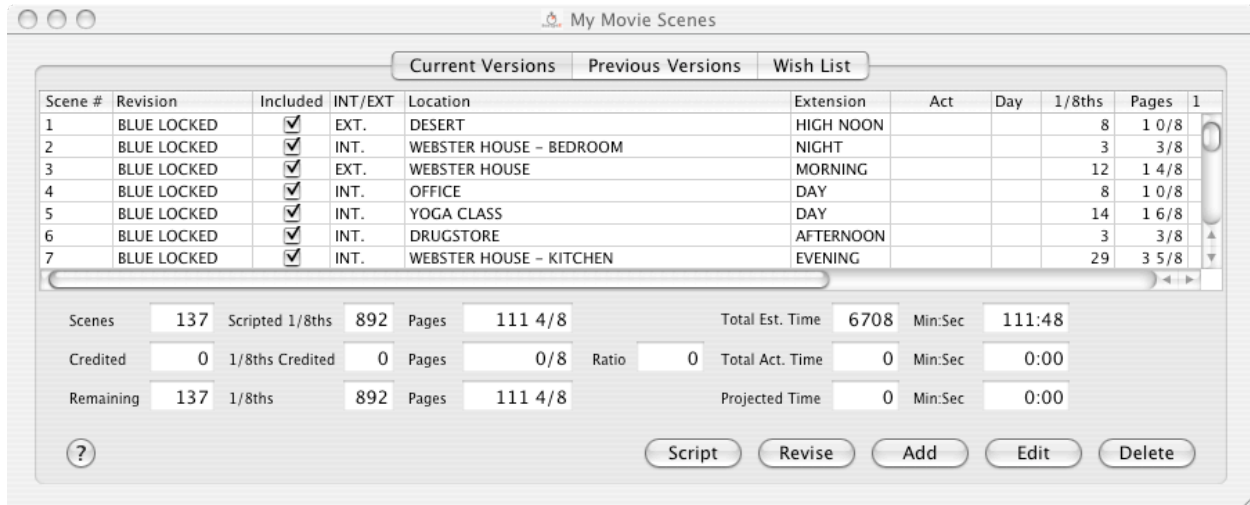
Current Versions

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.

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

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.

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.

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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 Added

If you are adding this scene manually or the scene was added in a script revision, ScriptE will enter the current shoot day into the Shoot Day Added field. These scenes will be listed in a special section of the Daily Progress Report.

Shoot Day Cut

If you uncheck the "Included" box or a scene was omitted in a script revision, ScriptE will enter the current shoot day into the Shoot Day Cut field. These scenes will be listed in a special section of the Daily Progress Report.

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.

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The list of eighths credited will be displayed.
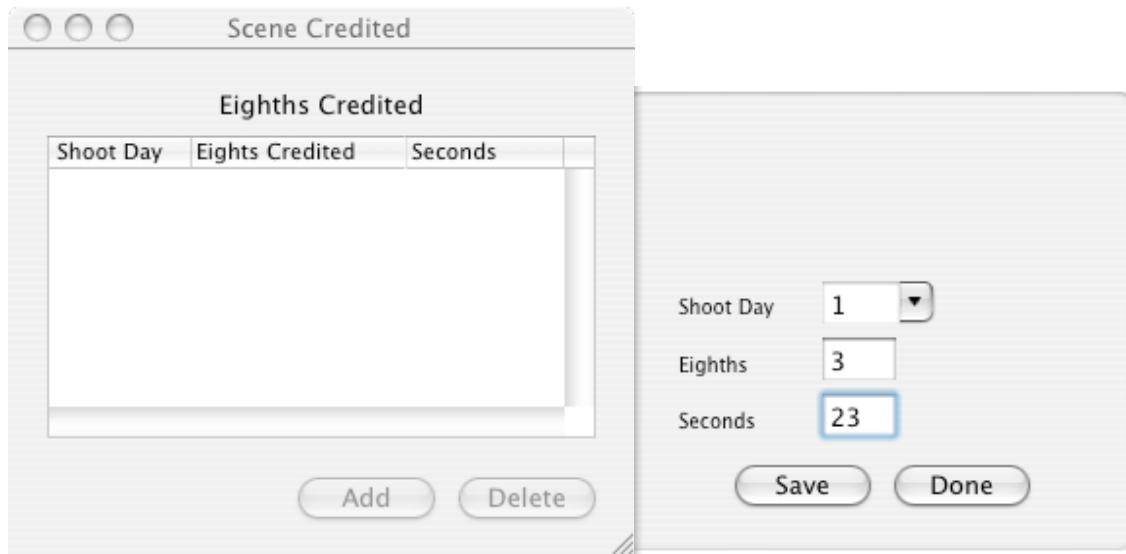
Click the **Add** button to display the edit drawer. Select the shoot day the eighths were credited then enter the eighths and seconds being credited. Click the **Save** button to add the eighths to the list. Enter another number of eighths for a different shoot day or click the **Done** button.

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.

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

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

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Characters

This is the list of characters in the scene.
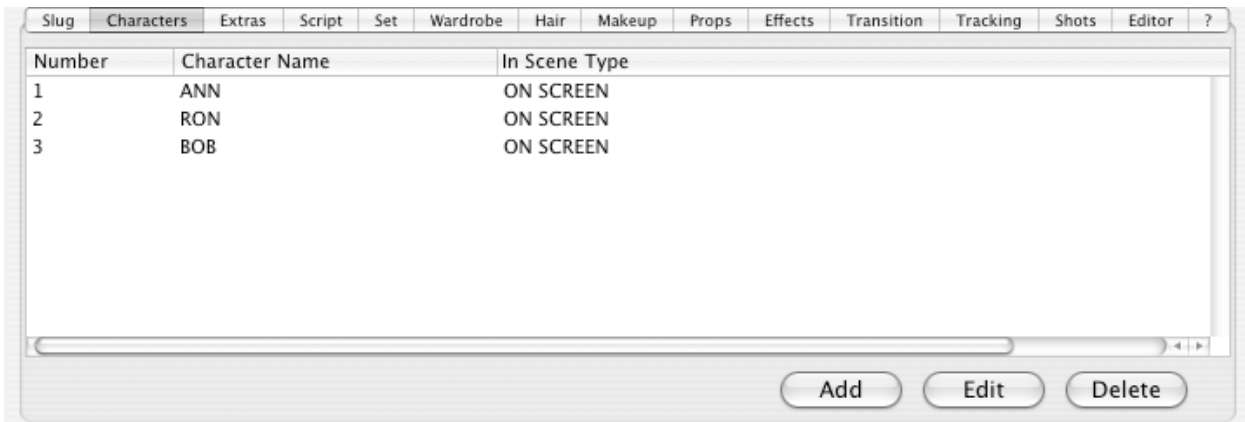
ScriptE will add the characters that it finds in the script for this scene when the script is imported. ScriptE reads characters from dialog but also looks in action description for character names that are in the master character list and adds them to the scene as well even though they may not have any dialog.

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.

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.

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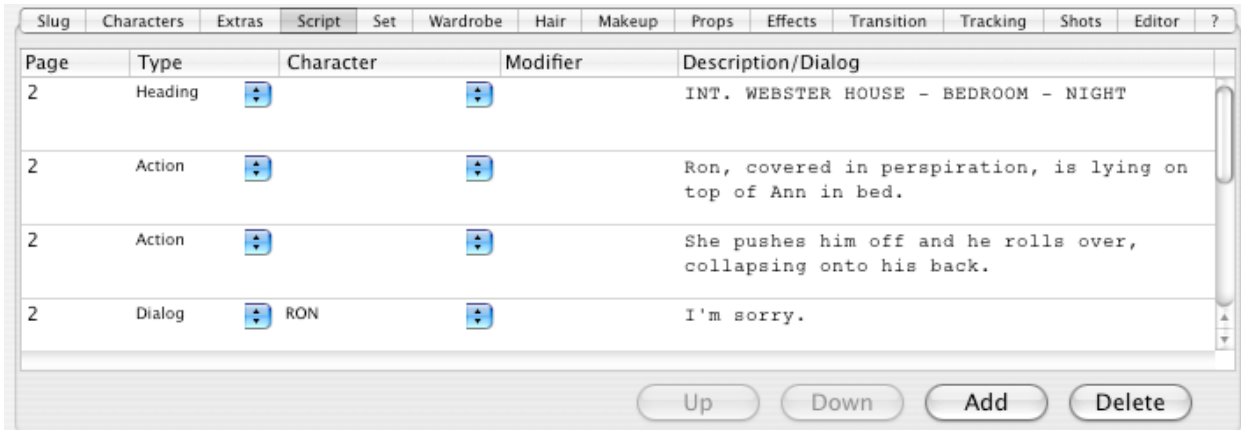
Prior to shooting a scene, the script can be modified here. If a Final Draft version of a revision is not available for import and the scene has been "Revised" manually, the changes to the script can be made here. Or, if a new, unscripted scene needs to be added, the actual script can be entered here.

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 new line will be added to the list of script parts. Identify the type (action or dialog) by selecting it from the drop-down pick list. 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 appropriate column.

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

Be sure to enter in the "Page" column, the page number from the script where the particular script part is found.

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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.

Enter notes that pertain to a particular character on the same line as the character name. Try to keep the descriptions short and separate multiple items with commas. Then, when you save the scene and move to another scene, ScriptE will build a smart list for you.

To use the smart list, place the cursor at the end of the line for a character and press Option "L" for List. ScriptE will display a list of all items you have entered for that character of that particular type. 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.
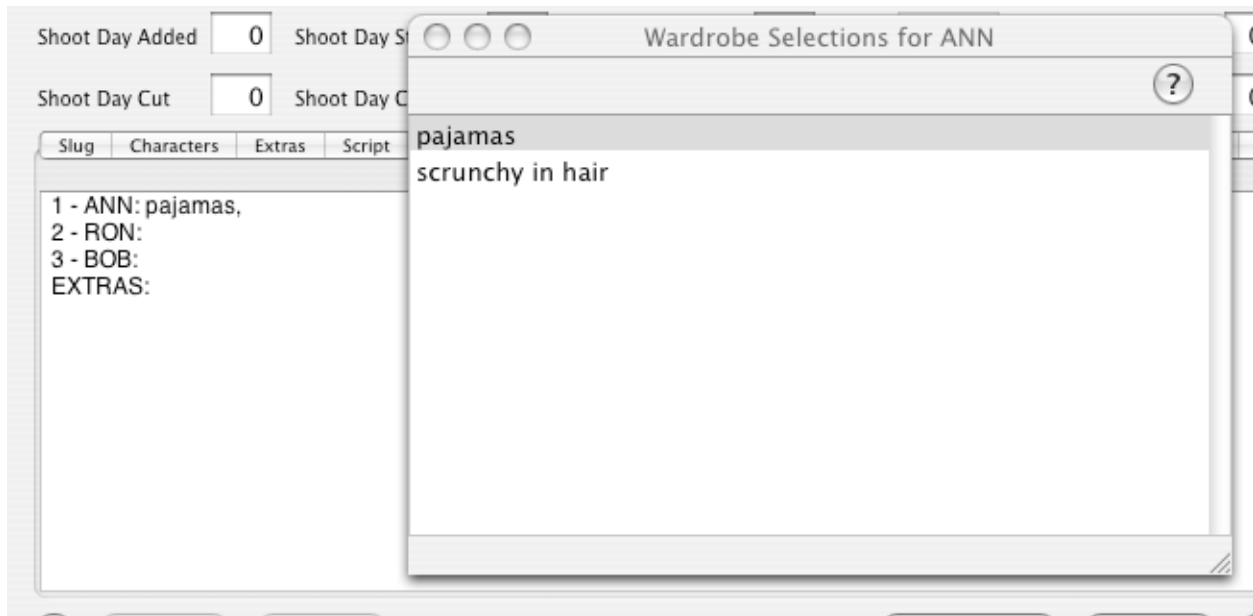
Use the arrow keys to move up and down the list then press Return to add an item to the notes. Or, click on each item in the list you want to add for that character. After selecting all the items required for the scene, press Esc to close the Smart List window.

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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.

Shots

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

Slug	Characters	Extras	Script	Set	Wardrobe	Hair	Makeup	Props	Effects	Transition	Tracking	Shots	WT	Editor	Owe	?

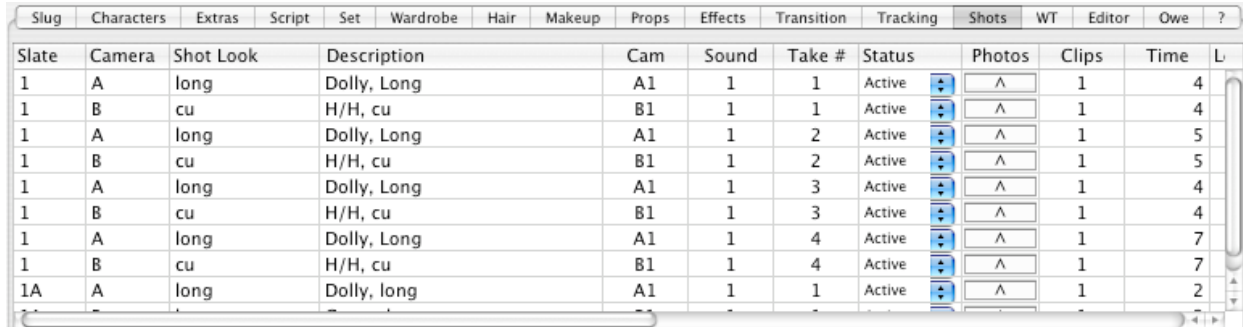| Slate	Camera	Shot Look	Description	Cam	Sound	Take #	Status		Photos	Clips	Time	L
1	A	long	Dolly, Long	A1	1	1	Active	⇅	∧	1	4	
1	B	cu	H/H, cu	B1	1	1	Active	⇅	∧	1	4	
1	A	long	Dolly, Long	A1	1	2	Active	⇅	∧	1	5	
1	B	cu	H/H, cu	B1	1	2	Active	⇅	∧	1	5	
1	A	long	Dolly, Long	A1	1	3	Active	⇅	∧	1	4	
1	B	cu	H/H, cu	B1	1	3	Active	⇅	∧	1	4	
1	A	long	Dolly, Long	A1	1	4	Active	⇅	∧	1	7	
1	B	cu	H/H, cu	B1	1	4	Active	⇅	∧	1	7	
1A	A	long	Dolly, long	A1	1	1	Active	⇅	∧	1	2	

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.

You can change the Status of a take here by selecting the new status in the drop-down pick list for the take. All other changes must be made in the Shot window.

A take can have one of three statuses: Active, Circle, Ignore. If a take is ignored, action notes and dialog change notes recorded during that take will not be displayed with the other action notes and dialog change notes when the scene is included in a shot nor will it be included in the Lined Script.

If the take is Active or Circle, the notes will be displayed when the scene is included in a shot and also included in the Lined Script.

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 **"Apple 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.

ScriptE™ Tutorial

Start Shooting

All shots are recorded on a specific shoot day. Click the **Shooting Days Summary** menu under the **Production** 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.
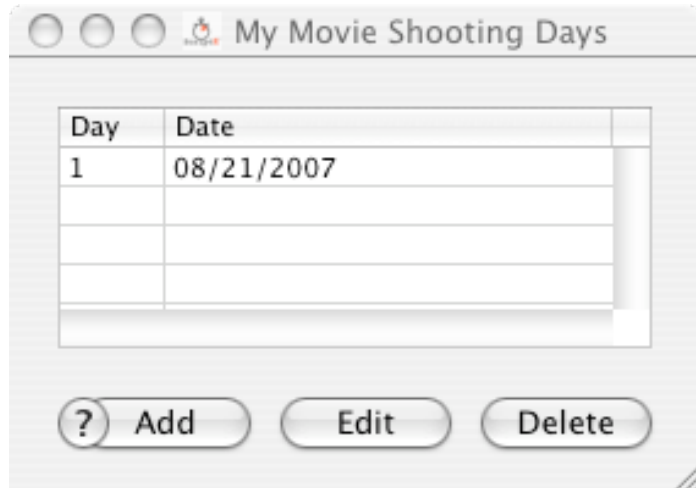
New Shoot Day

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.

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.
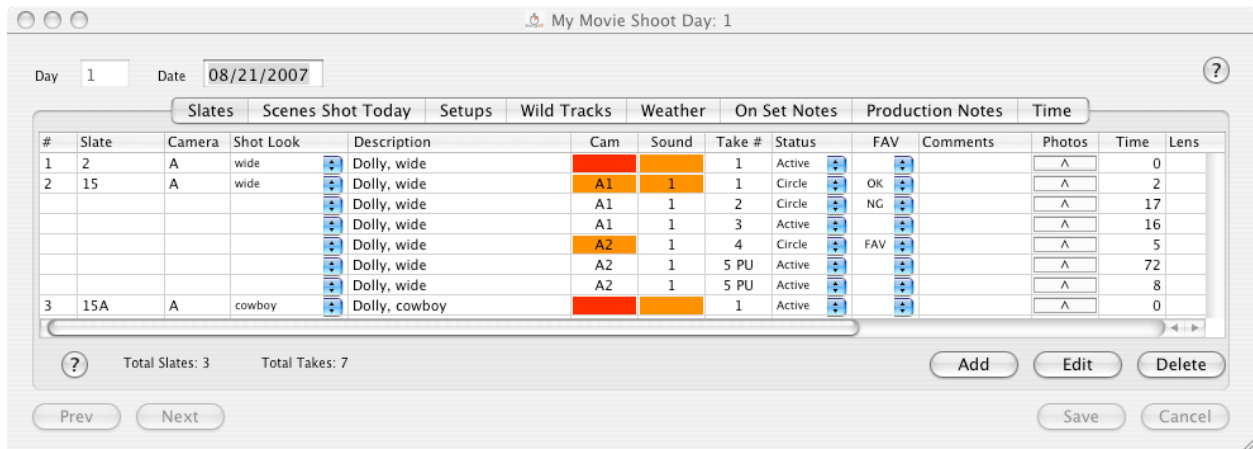
Camera/Sound Roll

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.

ScriptE™ Tutorial

	Cam	Sound	Take #	Status		FAV		Comments	Photos	Time	Lens	Flt	T	Lens Height	Distance
			1	Active	⇕		⇕		^	0					
	A1	1	1	Circle	⇕	OK	⇕		^	2					
	A1	1	2	Circle	⇕	NG	⇕		^	17					
	A1	1	3	Active	⇕		⇕		^	16					
	A2	1	4	Circle	⇕	FAV	⇕		^	5					
	A2	1	5 PU	Active	⇕		⇕		^	72					
	A2	1	5 PU	Active	⇕		⇕		^	8					
			1	Active	⇕		⇕		^	0					

Day 1 **Date** 08/21/2007

My Movie Shoot Day: 1

Slates | Scenes Shot Today | Setups | Wild Tracks | Weather | On Set Notes | Production Notes | Time

Total Slates: 3   Total Takes: 7

Add | Edit | Delete

Prev | Next   Save | Cancel

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.

ScriptE™ Tutorial

Scenes Shot Today

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

The scene in the example is green. This indicates that the scene has been fully credited.

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

Credit Scenes

In the day end 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.

Owe Inserts

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

Add a Slate

Click the **Add** button to add a new shot or slate. The instructions for a shot are in a later section of this tutorial.

ScriptE™ Tutorial

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.

ScriptE™ Tutorial

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.

ScriptE™ Tutorial

Production Notes

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

ScriptE™ Tutorial

Entering Shots

If you are using timecode, you should jam ScriptE by connecting the audio timecode source to your computer now. Verify that ScriptE picked up the timecode in the timecode display.

Once timecode is running. you can disconnect the timecode source.

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.
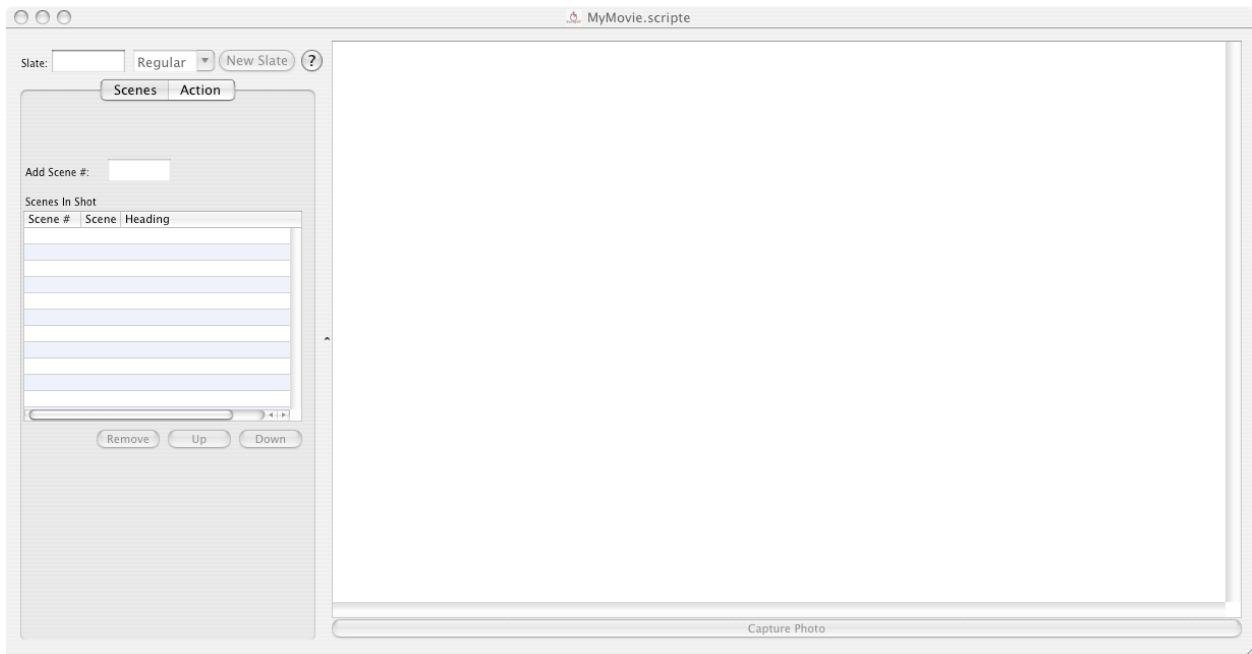
Enter the Slate

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

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.

ScriptE™ Tutorial

Enter the Scene

Type the scene number that will be included in the shot in the "Add Scene #" box then press Return. 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.

ScriptE™ Tutorial

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.
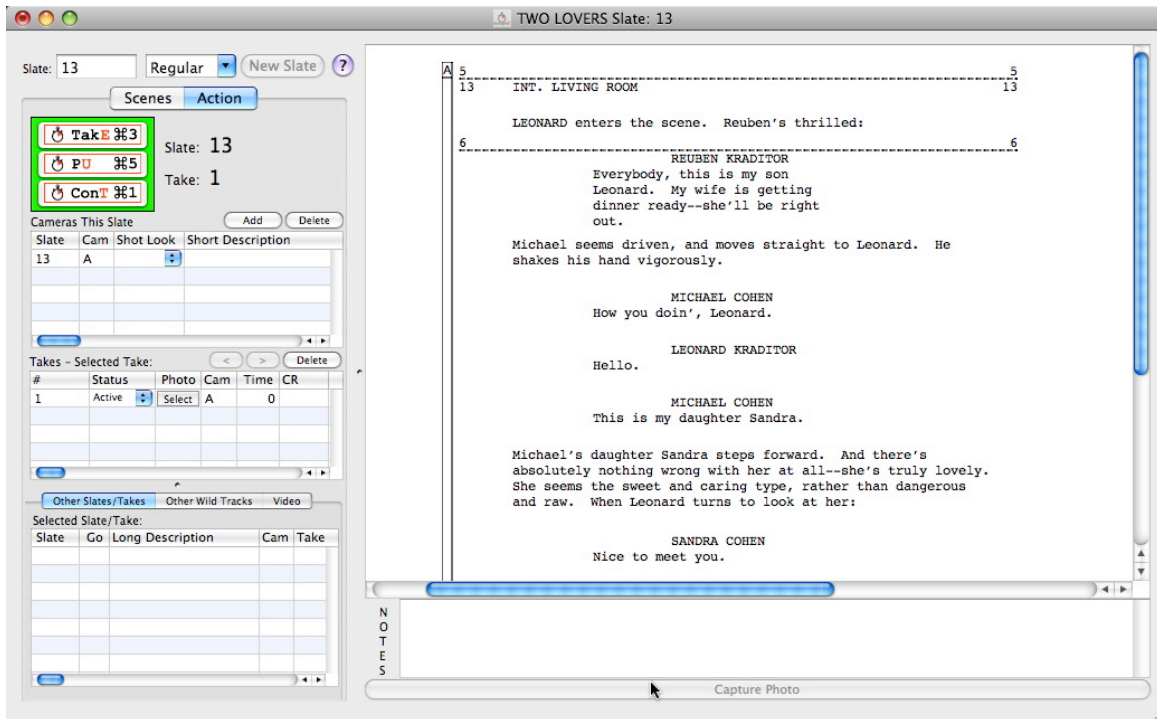
ScriptE™ Tutorial

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 ***Grab Live Video Feed*** menu under the ***Production*** menu. If ScriptE is able to pick up the feed, you will be able to view it by clicking the *Video* tab in the lower left section of the window.

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 **"Apple ."** 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.

ScriptE™ Tutorial

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.

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
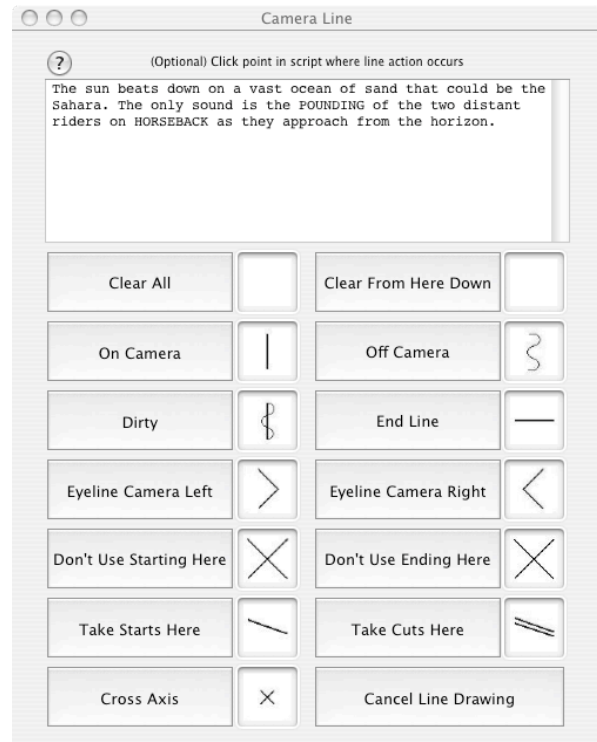
will simply draw that type of line from the starting point to the end.

* 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.

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, **Command** and **3**.

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

Continuous - This button does not increment the take number but creates a unique clip for which you can make notes. Use **Command 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 jammed timecode).

If you have a live video feed, ScriptE will be sure the *Video* tab is selected for you so you can watch the action.

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 something in the script, the very next action with the mouse will determine what type of note you want to log.

Flick the mouse up and to the left to log an action note.

Flick the mouse down and to the left to copy an action note.

Flick the mouse up and to the right to insert a new block of dialog.

Flick the mouse to the right to log alternate dialog.

Flick the mouse down and to the right to log omitted dialog.

Action Notes

If you flicked up and to the left, an action note will be added to the left side of the script with the cursor in a box where you can type the note.
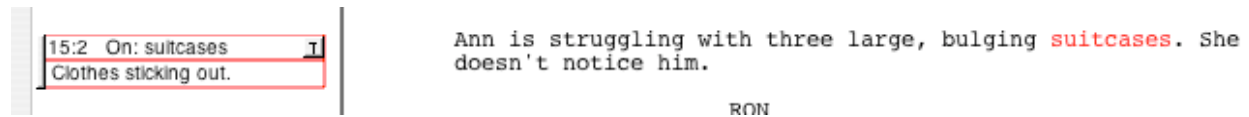
The example shown was logged in take 2. If the note had been logged during the first take of the first shot for the scene, it would have been displayed with the color you selected for first shot action notes. And, the slate and take would not be displayed.

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.

To change the note, click in the lower half and make the necessary changes.

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.

ScriptE™ Tutorial

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 23A. 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.
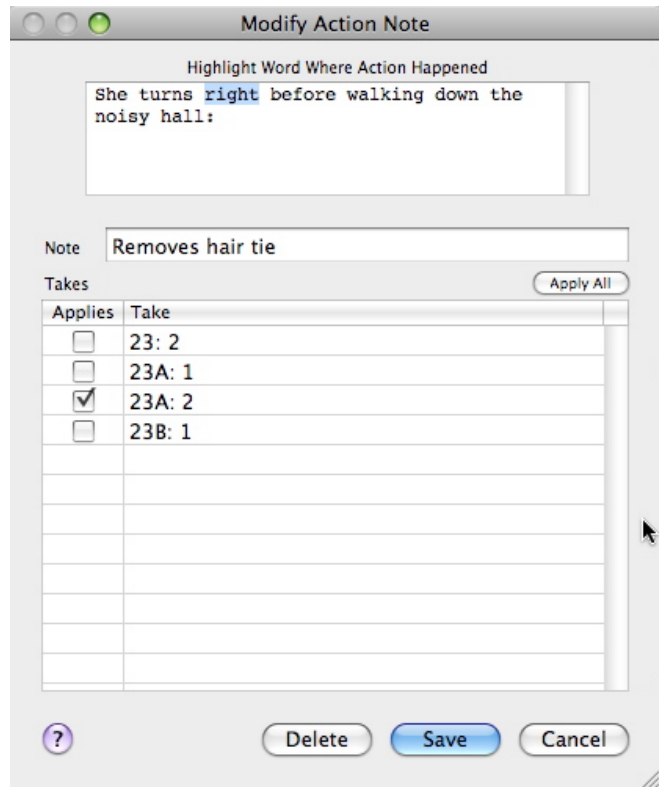
ScriptE™ Tutorial

Inserted Dialog

If you flicked up and to the right, 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. In the right half of the box it shows that the new line should be inserted on the word "Bought" and it was inserted in slate 15, take 3.

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.
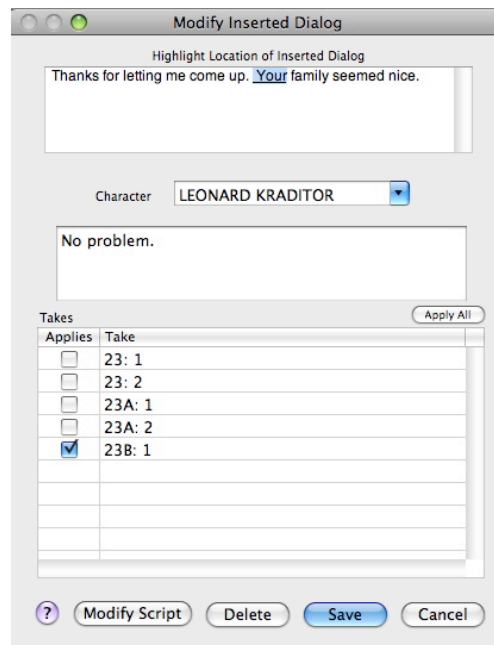
ScriptE™ Tutorial

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, BOB's dialog will be split into two parts and RON's dialog will be inserted between BOB's 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.

ScriptE™ Tutorial

Alternate Dialog

If you flicked to the right, 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.

BOB
Yeah. Decided it's time to trade up. Bought a place over in Woodhill Estates.

| T Wood Glenn | F: Woodhill In: 15:3 |

In the example, BOB said, "Wood Glenn" instead of "Woodhill."

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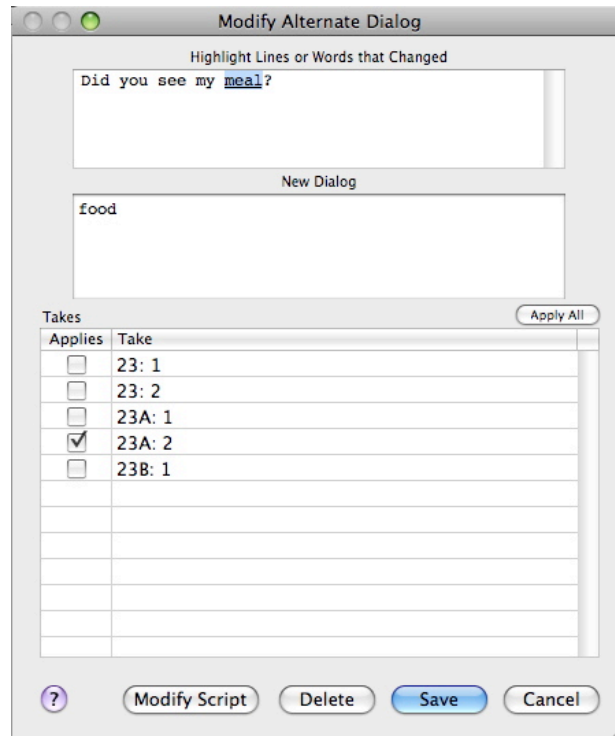
Modify the Script

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.

ScriptE™ Tutorial

Omitted Dialog

If you flicked down and to the right, 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.

```
        RON (CONT'D)                  T for the weekend          Omitted In: 15:3
I swear I don't remember talking
about going away for the weekend.
```

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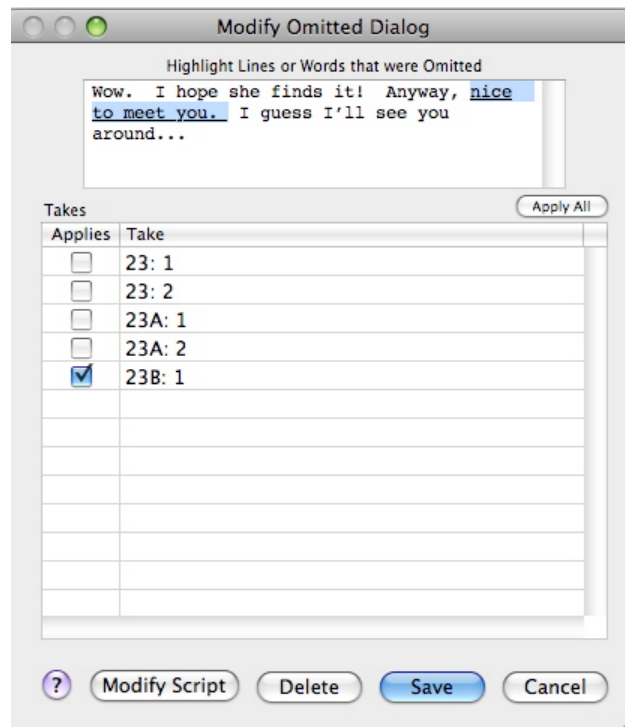
Modify the Script

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.

RON (CONT'D) I swear I don't remember talking about going away .	

I swear I don't remember talking about going away for the weekend.	Scripted In: 15:1,2,3
for the weekend	Omitted In: 15:3

Cut

When the director cuts, click the appropriate **Stopwatch** button 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.

Indicate whether the take is a Circle take or whether something went wrong and it should be Ignored. If a take is marked to be ignored, any action notes and dialog changes linked to the take will not be displayed on the script.

Each camera in the shot is listed so you can indicate how the take worked for each camera and add comments for each camera. For example, a take may have been great for camera A but something may have gone wrong with camera B during the take.

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 camera lines and 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.

ScriptE™ Tutorial

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.
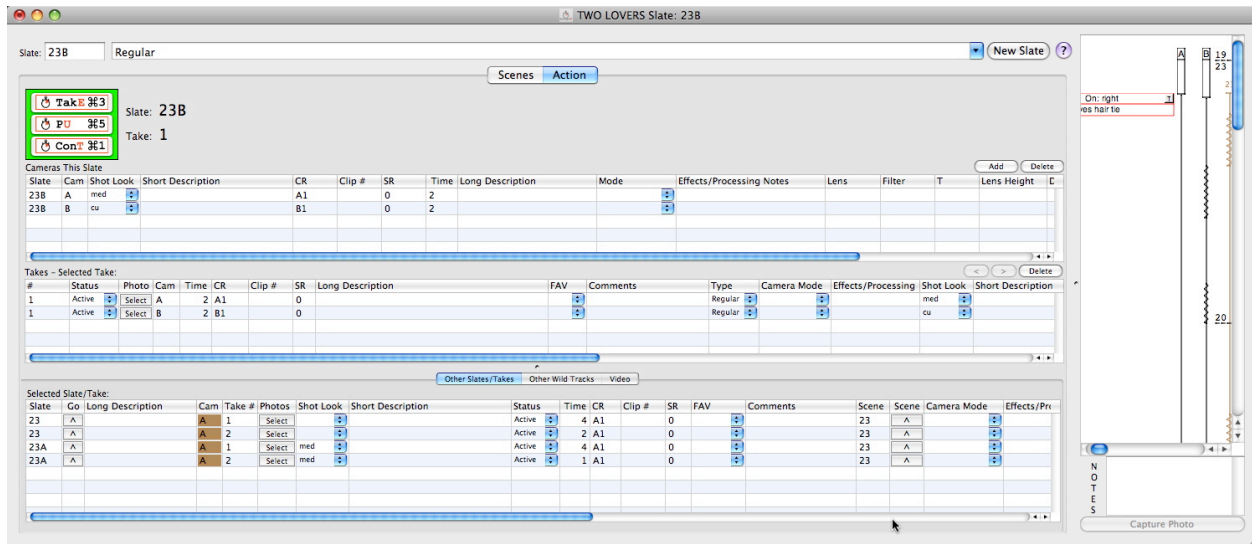
Cameras This Slate

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

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.

ScriptE™ Tutorial

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	Cam	Time	CR	SR	Long Description	FAV	Comments	Type	Camera Mode	Effects/Processing
2	Active	A	17	0		Dolly, wide	NG		Regular	Dolly	
3	Active	A	16	0		Dolly, wide			Regular	Dolly	
4	Active	A	5	0		Dolly, wide	FAV		Regular	Dolly	
5 PU	Active	A	72	0		Dolly, wide			Pick Up	Dolly	
5 PU	Active	A	8	0		Dolly, wide			Pick Up	Dolly	

Takes – Selected Take: 3

essing	Shot Look	Short Description	Photos	Lens	Filter	T	LH	Distance	Frame Rate	Shutter Angle	Time Code In	Time Code Out	Start Date/Time	End Date/Time
	wide	Dolly, wide	^						24	180	16:06:07:26	16:06:24:11	08/22/2007 1...	08/22/2007 ...
	wide	Dolly, wide	^						24	180	16:30:45:05	16:31:01:03	08/22/2007 1...	08/22/2007 ...
	wide	Dolly, wide	^						24	180	15:44:21:01	15:44:24:23	08/22/2007 1...	08/22/2007 ...
	wide	Dolly, wide	^						24	180	15:51:11:19	15:51:54:24	08/22/2007 1...	08/22/2007 ...
	wide	Dolly, wide	^						24	180	15:51:59:25	15:52:05:20	08/22/2007 1...	08/22/2007 ...

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.

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.

Selected Slate/Take:	15:1														
Slate	Go	Long Description	Cam	Take #	Photos	Shot Look	Short Description	Status	Time	CR	SR	FAV	Comments	Scene	Scene
15	^	Dolly, wide	A	1	^	wide	Dolly, wide	Active	2	0	OK			15	^
15	^	Dolly, wide	A	2	^	wide	Dolly, wide	Active	17	0	NG			15	^
15	^	Dolly, wide	A	3	^	wide	Dolly, wide	Active	16	0				15	^
15	^	Dolly, wide	A	4	^	wide	Dolly, wide	Active	5	0	FAV			15	^
15	^	Dolly, wide	A	5 PU	^	wide	Dolly, wide	Active	72	0				15	^
15	^	Dolly, wide	A	5 PU	^	wide	Dolly, wide	Active	8	0				15	^

Selected Slate/Take:	15:1											
Camera Mode	Effects/Processing	Lens	Filter	T	LH	Dist	Frame Rate	Shutter Angle	Time Code In	Time Code Out	Start Date/Time	End Date/Time
Dolly							24	180	16:05:56:17	16:05:59:12	08/22/2007 10:01:43	08/22/2007 …
Dolly							24	180	16:06:07:26	16:06:24:11	08/22/2007 10:01:53	08/22/2007 …
Dolly							24	180	16:30:45:05	16:31:01:03	08/22/2007 10:26:31	08/22/2007 …
Dolly							24	180	15:44:21:01	15:44:24:23	08/22/2007 12:03:16	08/22/2007 …
Dolly							24	180	15:51:11:19	15:51:54:24	08/22/2007 12:09:39	08/22/2007 …
Dolly							24	180	15:51:59:25	15:52:05:20	08/22/2007 12:10:54	08/22/2007 …

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.

Selected Slate/Take:														
Slate	Go	Description	Take #	Status	Time	SR	FAV	Comments	Scene	Scene	Time Code In	Time Code Out	Start Date/Time	End Date/Time
WT1001	^	Street sounds for Sce…	1	Circle	22	0	FAV	Plenty of different so…	15	^	16:35:50:19	16:36:12:25	08/22/2007 1…	08/22/2007 12…

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.

ScriptE™ Tutorial

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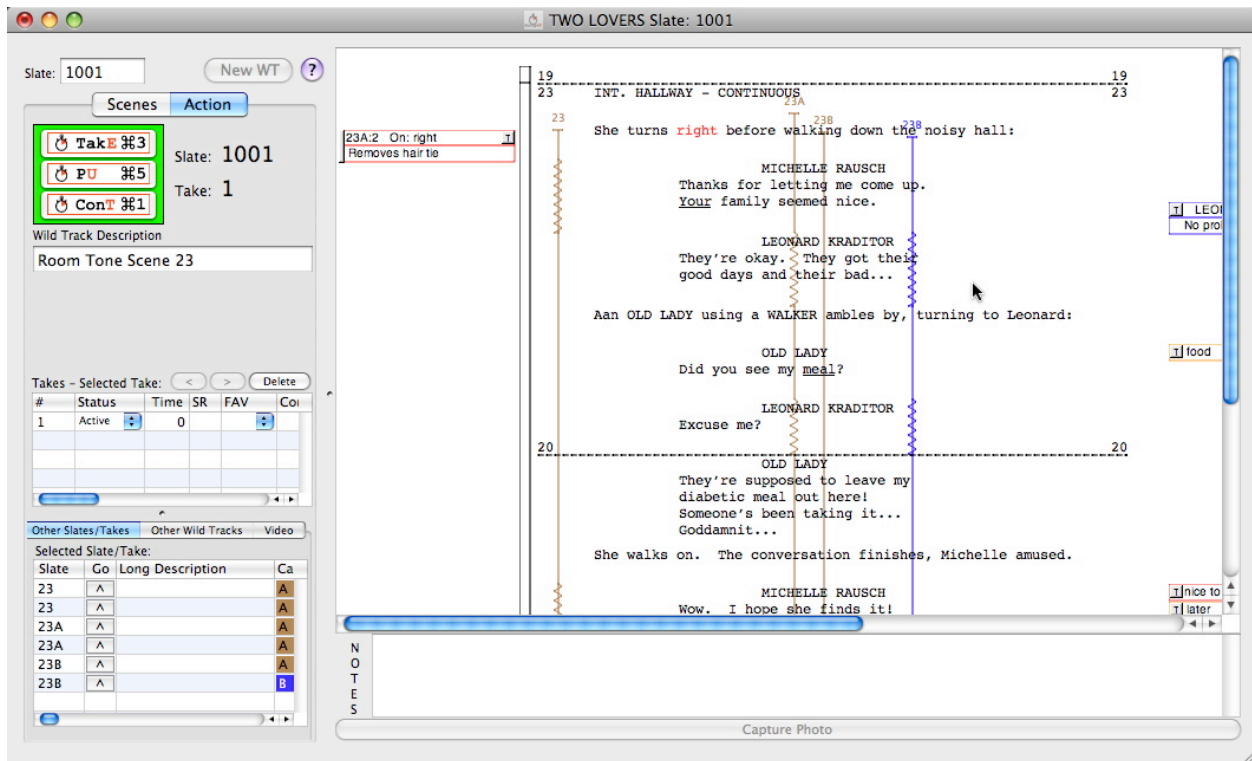
Start and stop the appropriate stopwatch and add notes the same as for a camera shot.

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.

ScriptE™ Tutorial

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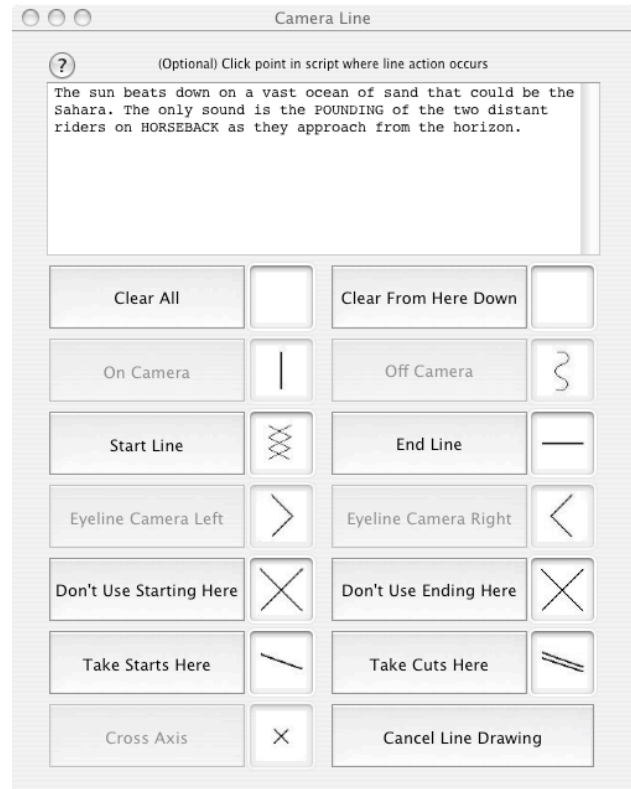
A camera line is placed on the script for you in case you want to indicate what is being recorded in the wild track. For example, when voice over dialog is recorded.

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.

ScriptE™ Tutorial

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 "**Apple .**" (period).

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, select the *Grab Photos* menu under the *Production* 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.

ScriptE™ Tutorial
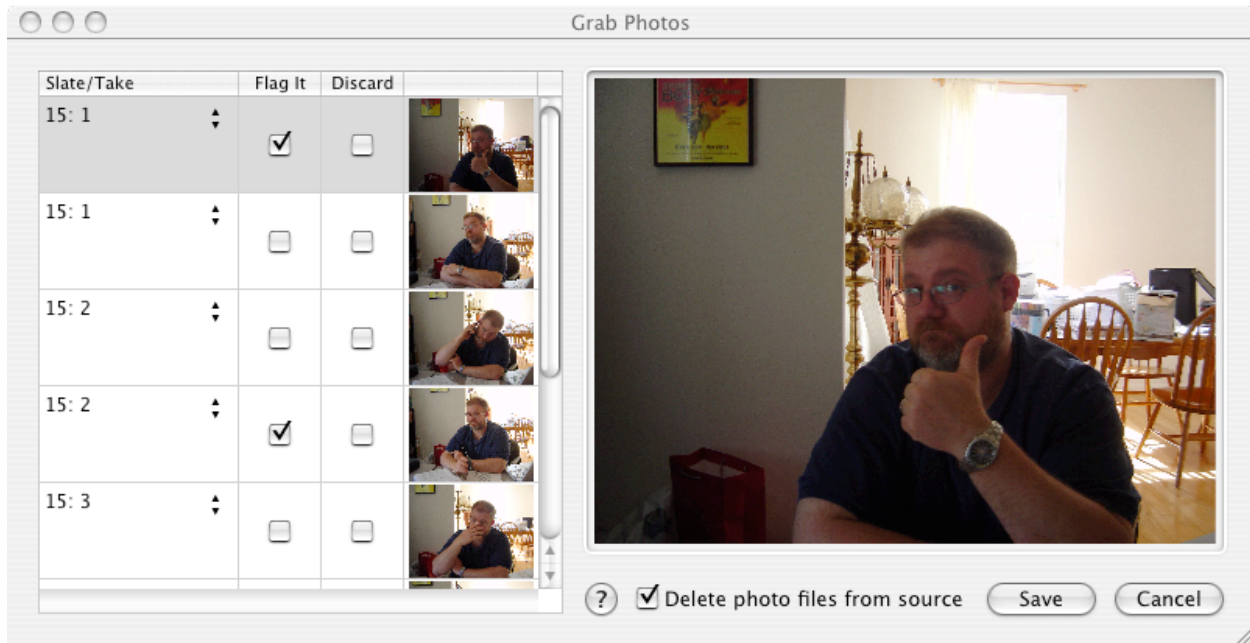
If the correct slate/take is not already selected, select it from the drop-down pick list for each photo.

Check the box in the "Flag It" column to identify one or more photos for each take as representative photos for the take. The representative photos will be included in the Daily Coverage report and the Coverage for All Slates report.

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.

ScriptE™ Tutorial
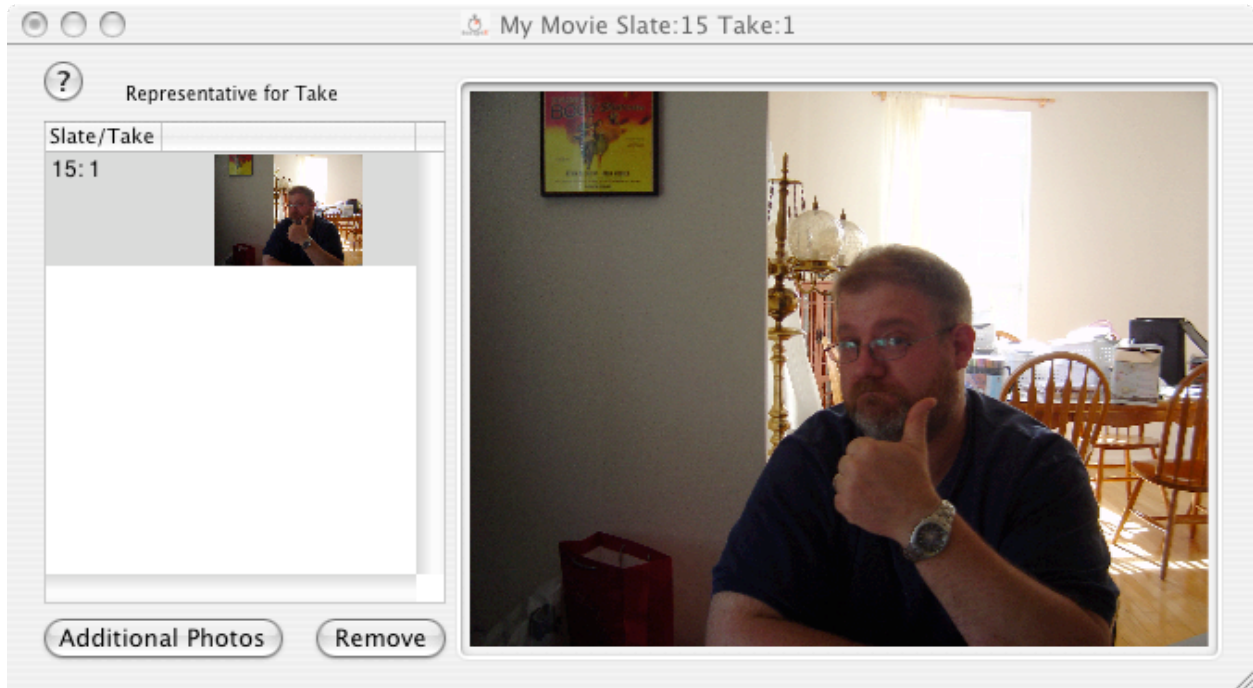
Remove a photo as a representative take by selecting it then clicking the **Remove** button. The photo will be moved to the additional photos bin.

Click the **Additional Photos** button to view a list of non-representative photos for the take.

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

To flag an additional photo as a representative photo, select it in the list and click the **Rep** button. The photo will be moved to the list of representative photos.

If you want to discard a photo, select it in the list and click the **Discard** button.
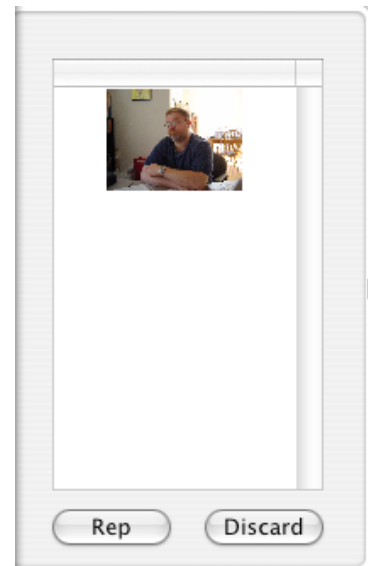
ScriptE™ Tutorial

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.

ScriptE™ Tutorial

Camera Rolls

A list of all of the camera rolls that have been used in the production can be viewed by selecting the **Camera Rolls** menu under the **Production** menu.
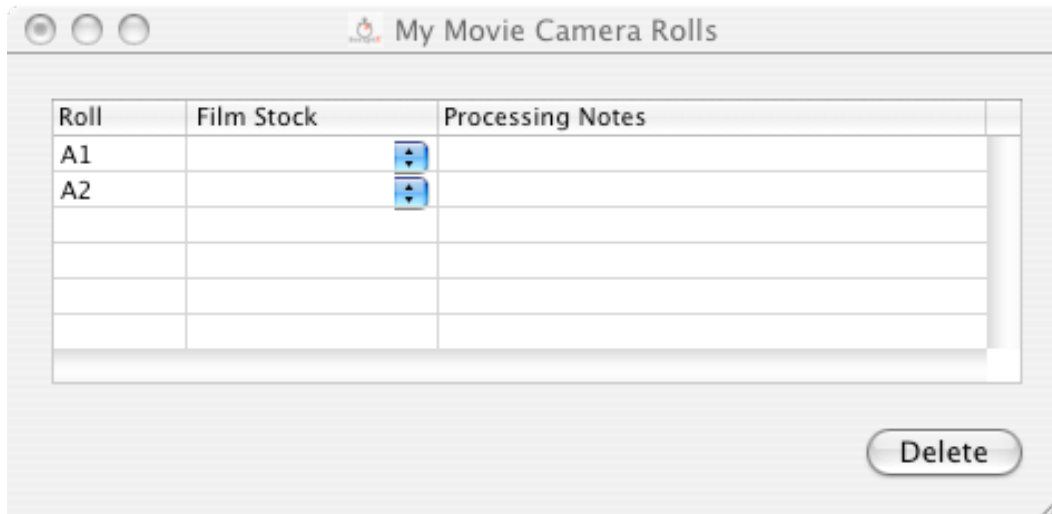
Select the film stock and add any processing notes for each camera roll.

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.

ScriptE™ Tutorial

Review Reports

Review the reports that will be emailed to participants: Daily Progress Report, Daily Editor's Log, Daily Facing and Lined Pages, and Daily Coverage.

Email Reports

If all of the information in the reports is correct, select the **Email All Daily Reports** menu under the **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 selecting the **Save Daily Reports to Folder** menu under the **Reports** menu. You will be prompted to select the folder then ScriptE will prepare all of the reports in pdf format and place them into 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 **Backup to ScriptE Systems** menu under the **File** menu, you will receive an automatic response letting you know that your email arrived at ScriptE Systems.

ScriptE™ Tutorial

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 checkmark 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

ScriptE™ Tutorial

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.

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 checkmark 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.

ScriptE™ Tutorial

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. These settings will apply to all of your productions.

Color Legend

You will find the **Color Legend** menu under the **Preferences** menu which is under the **ScriptE** 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.

ScriptE allows you to select a color for the following items:
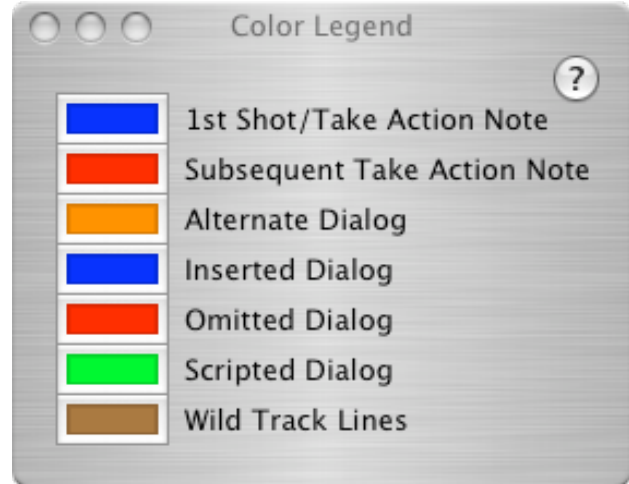
1st Shot/Take Action Note

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

ScriptE™ Tutorial

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.

ScriptE™ Tutorial

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 this menu under the **Preferences** menu under the **ScriptE** menu is checked.

Add/Edit ScriptE Select Backup Email Address

If you are a subscriber to ScriptE Select, you will have been given an email address that will be used when sending backup files to ScriptE Systems. Select this menu under the **Preferences** menu under the **ScriptE** menu to enter the email address you were given.

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 Lists** menu under the **ScriptE** menu. When you select a list to manage, a window similar to the one shown below will be displayed.

ScriptE™ Tutorial

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.

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.
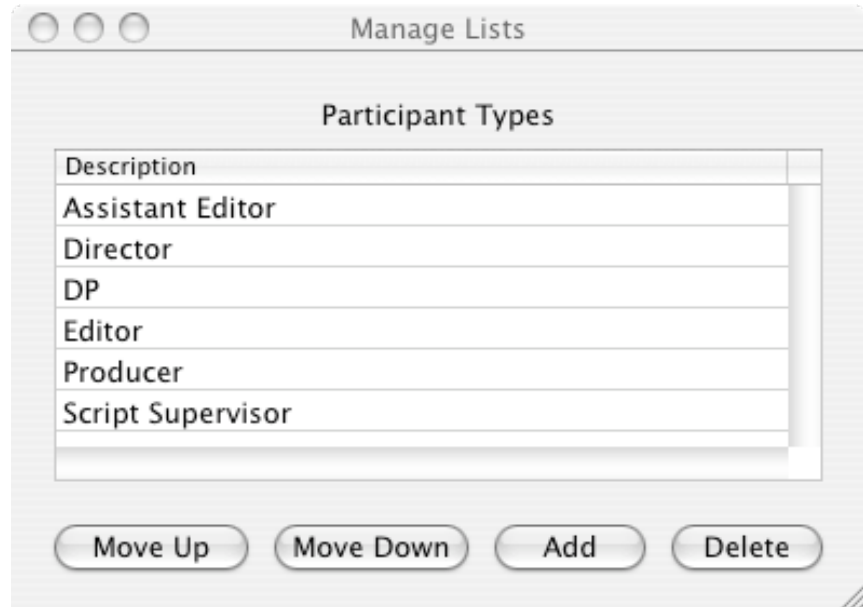
Participant Types

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.

ScriptE™ Tutorial

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.

ScriptE™ Tutorial

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.

Description	Zone
wide	1
xwide	1
xlong	2
long	2
full	3
cowboy	3
med	3
cu	4
mcu	4
Xecu	5
ecu	5
head cu	5

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 1.

Show Shot Look on Camera Lines

When the camera lines are displayed in the order shot by placing all Shot Look Types into zone 1, it may not be clear what type of shot each line represents. Checking this menu under the *Preferences* menu under the *ScriptE* 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. These selections are found in the *Set Defaults* menu under the *Manage Lists* menu under the *ScriptE* menu.
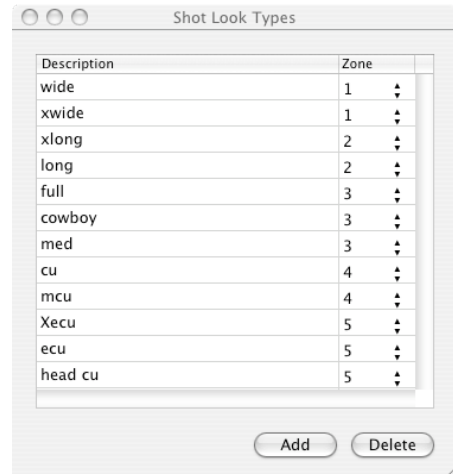
If you have not changed any of the pick list items, you should not need to make any changes here. But, if you have changed the pick list items, select the appropriate item for each of the default selections and save your selections.

ScriptE™ Tutorial

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.