

DH HAIR MAKEUP



HAIR | MAKEUPTM

USER MANUAL
updated May, 2017

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DH HAIR I MAKEUP - QUICK START

READING THIS MANUAL

We understand that in most union jurisdictions hair and makeup responsibilities are handled by different department heads. It is only for the purpose of this manual that we combine both hair and makeup notes in the same file. DH HAIR I MAKEUP allows users to customize their software with their own unique presets and menus. It can be used however the user sees fit.

GETTING STARTED

Once you have DH HAIR I MAKEUP on your iPad, All you'll need to get started is an **IMPORTABLE SCRIPT**. DH HAIR I MAKEUP can import 4 script formats:

- 1) **Un-encrypted .pdf (with the extension “.pdf”)** this is the standard format script that is sent out by production. * Note: if you receive a pdf via Scenechronize it is most likely encrypted. Simply ask the Script Coordinator for an un-encrypted .pdf copy of the script.
- 2) **Final draft with locked pages (with the extension “.fdx”)** this is a copy of the script in it's actual screenwriting software. You will need to get this version of a script directly from the Script Coordinator
- 3) **.mmx export from Screenwriter MAC (extension “.mmx”)** this is a special output specifically written to interface with the users of DH HAIR I MAKEUP and other ScriptE Softwares.
- 4) **ScriptE encrypted output (extension “.scriptees”)** - this is an encryption output from ScriptE Systems PDF Translator.

* Contact us for help importing whichever format script you have:

techsupport@scriptesystems.com

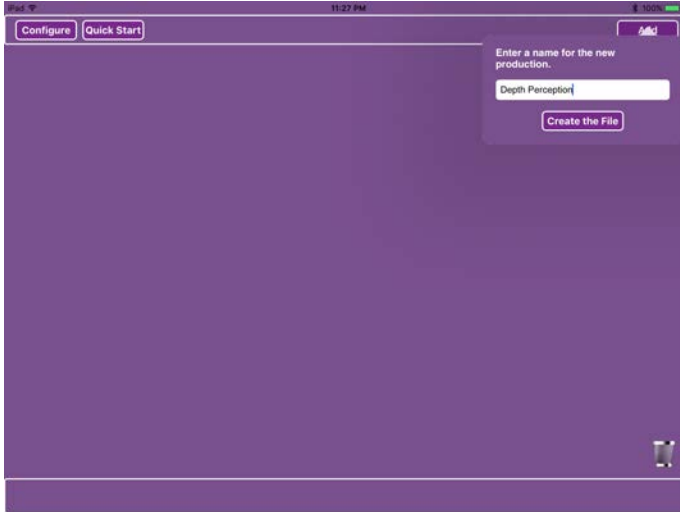
* Purchase and download - ScriptE PDF Translator at:

<http://scriptesystems.weebly.com/scripte-pdf-translator.html>

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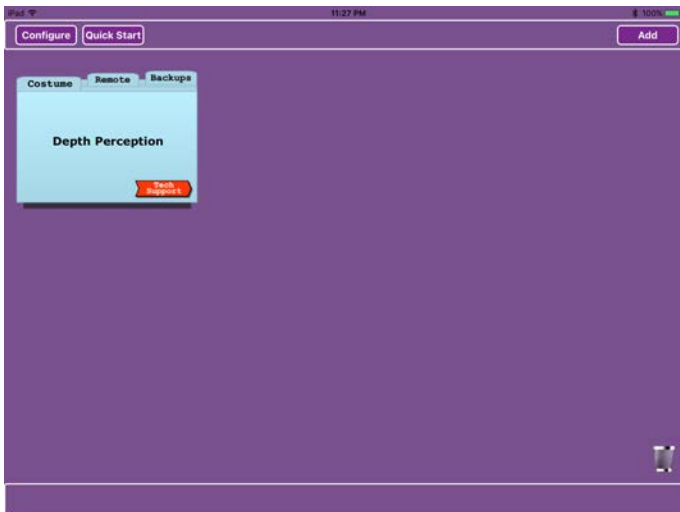
CREATE A FILE

Open DH HAIR I MAKEUP and TAP the ADD BUTTON (top right corner of the HOME WINDOW).



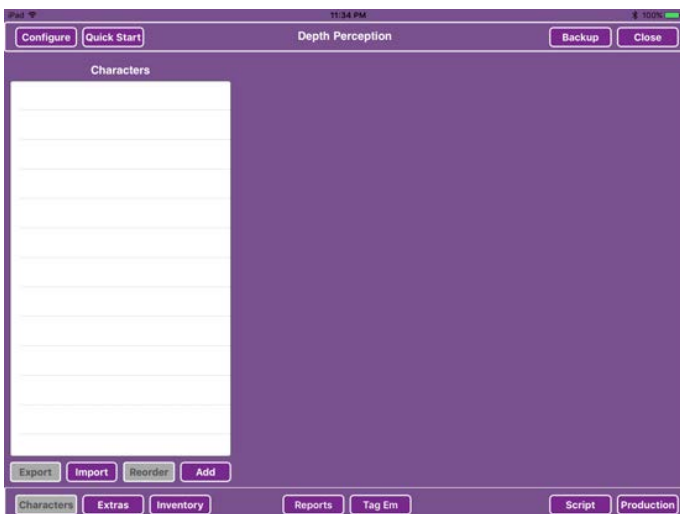
A prompt opens asking you to: "Enter a name for the new production."

Type in your script title and tap DONE on the keyboard.



Your HOME WINDOW will re-open with your newly named file.

TAP the file folder and DH HAIR I MAKEUP will open the project bringing you to the CHARACTERS WINDOW where you could enter character names and numbers from the AD's DOOD.



NAVIGATING THROUGH WINDOWS DH HAIR I MAKEUP

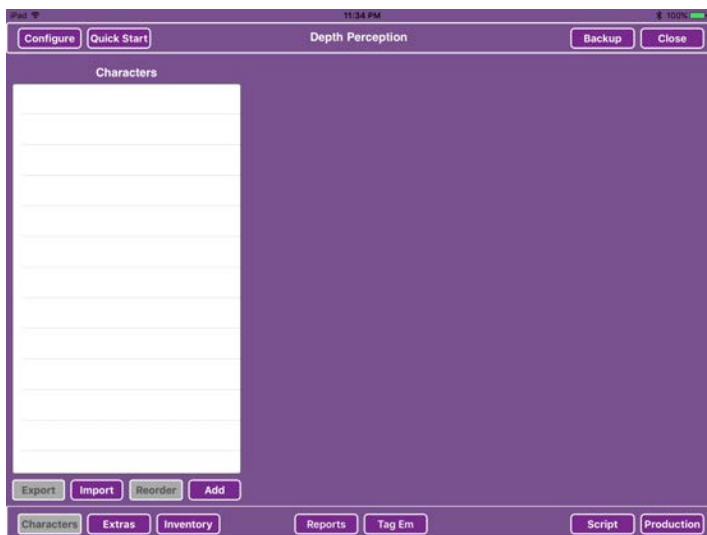
Use the BUTTONS across the bottom of your screen to navigate to the various

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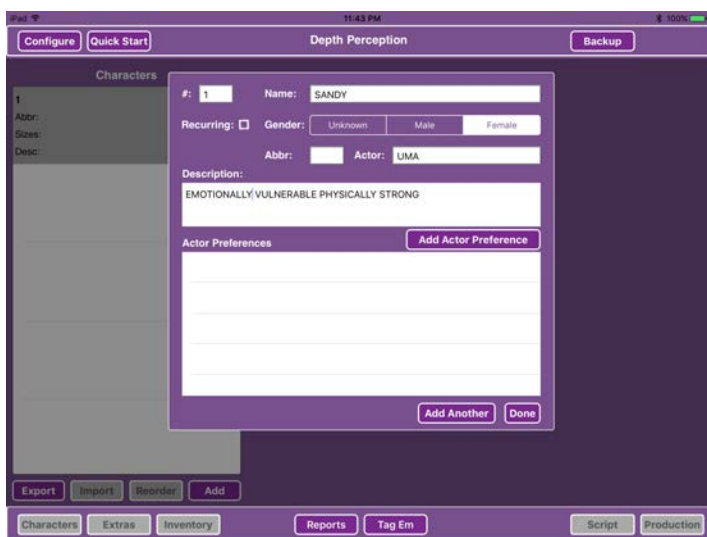
views within DH HAIR I MAKEUP. The highlighting around the TAB indicates which view is active. We are currently in the Character view.

ADD CHARACTERS & CHARACTER NUMBERS

* Unless you've exported a character list from an earlier episode (this is only in episodic TV), skip ahead 2 sections and **IMPORT YOUR SCRIPT**. If you would like to manually add characters prior to importation simply do the following:



TAP the ADD BUTTON beneath the blank CHARACTERS list and add all the Characters by Character number. Be careful to spell the Character names exactly as they are spelled in the script.



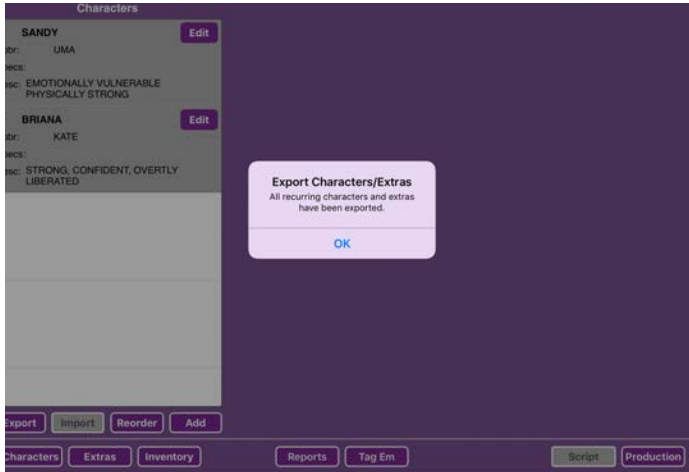
(*note for episodic TV USERS) - check RECURRING for regular cast and you can then EXPORT a CHARACTER LIST containing all recurring characters from this episode and import it to another episode file.

Once you have entered all your characters you are then ready to import your

DH HAIR I MAKEUP - QUICK START

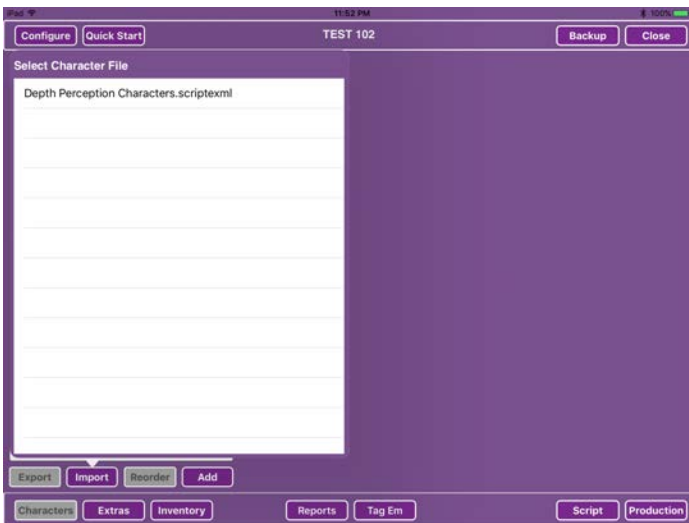
script.

IMPORT A CHARACTER LIST FROM PRIOR EPISODE



If you are working in episodic TV, this option may be a good time saver, if not, skip ahead to the next section.

First open the source file, TAP the CHARACTER TAB and then TAP EXPORT — this will create a hidden list of all the character names and numbers ready for import by your new file.



Then in the NEW FILE, TAP the IMPORT BUTTON and you will be taken to a list of available CHARACTER LISTS. Simply choose the correct list and your file will automatically be populated

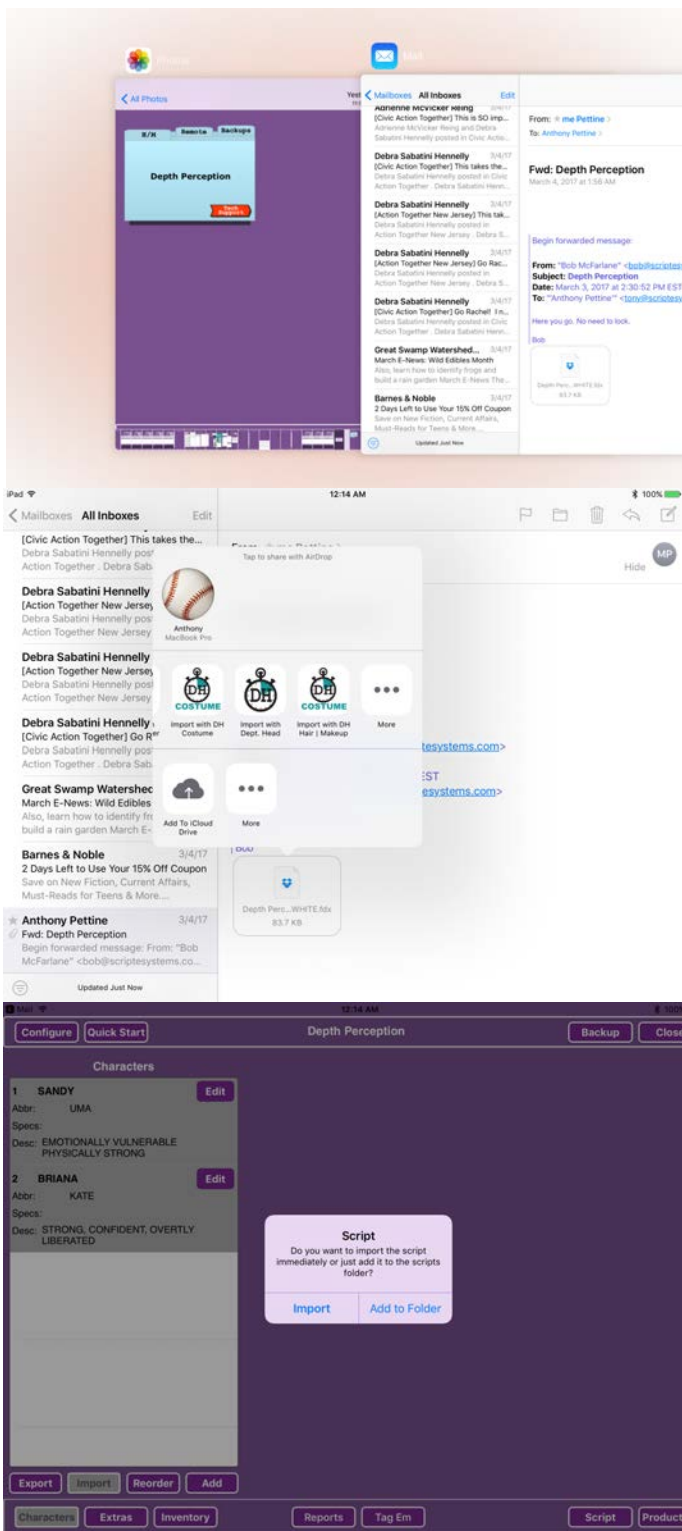
with the CHARACTER LIST from the earlier episode. *Remember, you can open your character list at anytime to add, shuffle, or delete characters that aren't in the current episode.

IMPORT A SCRIPT

First make sure that your DH HAIR I MAKEUP file is open. Then either TAP the HOME BUTTON on your iPad, open Mail or (if

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Mail was previously opened) simply **DOUBLE-TAP** the **HOME** **BUTTON** to more quickly find the **MAIL** App.



Go to the email that contains the attached importable script from your Script Coordinator. (.pdf, .fdx, .mmx, or .scriptee are all importable extensions)

If the attached script shows as a downward pointing arrow, TAP it to download the file to MAIL first.

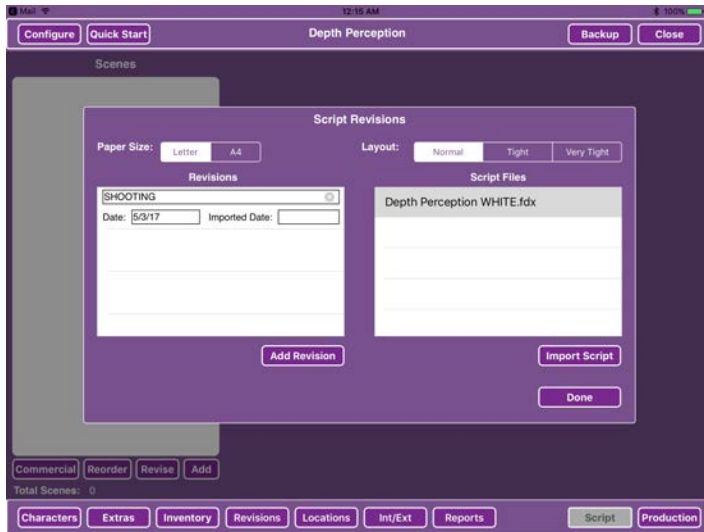
Then, PRESS AND HOLD your finger on the script attachment. Your iPad will ask where you would like to open the script?

TAP **DH HAIR I MAKEUP**.

When prompted, choose **ADD TO FOLDER** and **DH HAIR I MAKEUP** will open back up and you will see your script appear in the **SCRIPT FILES** list.

TAP the **ADD REVISION** button under the Revisions list. A revision with the

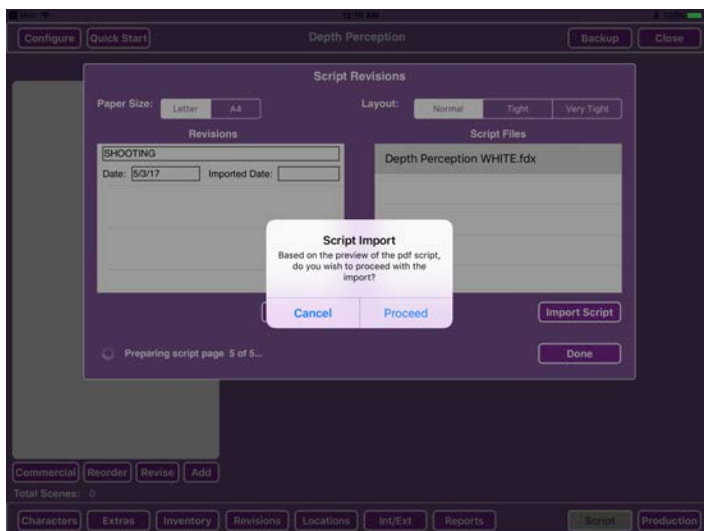
DH HAIR I MAKEUP - QUICK START



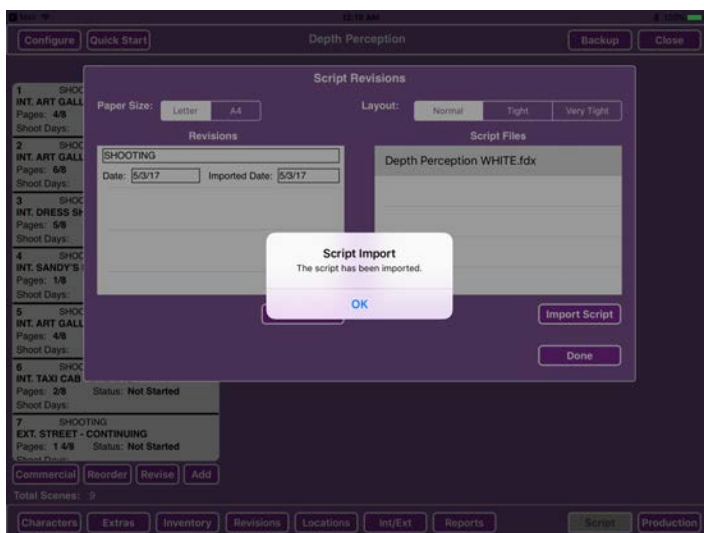
default title "LATEST REVISION" will be added to the list.

TAP the X to erase this place-holder title and type in the proper REVISION COLOR (i.e. WHITE, BLUE, PINK, etc.).

Dismiss the keyboard then TAP the script that you selected earlier in the SCRIPT FILES list. The script will now be highlighted.



TAP the IMPORT SCRIPT BUTTON and DH HAIR I MAKEUP will import your script and show you a pdf preview of the script. If everything looks good. TAP PROCEED and your scene windows will populate with the imported script. Once imported, TAP OK.

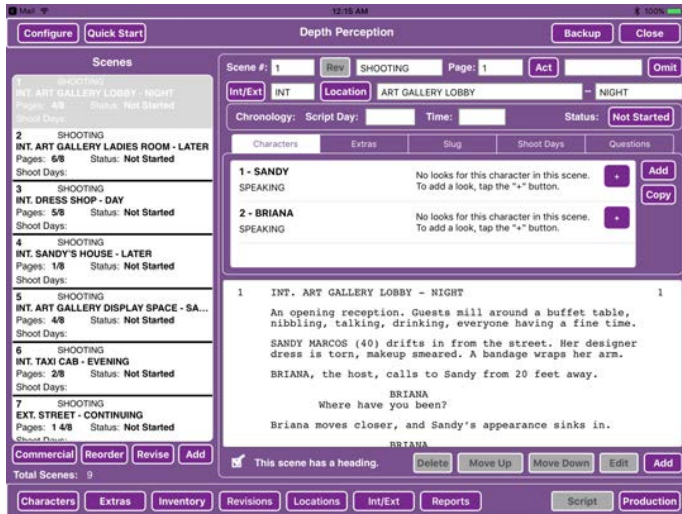


You are now ready to start your breakdown begin filling your CHARACTER BAGS and BUILDING your LOOKS.

DH HAIR I MAKEUP - QUICK START

PRE-SHOOTING BREAKDOWN SCRIPT WINDOW

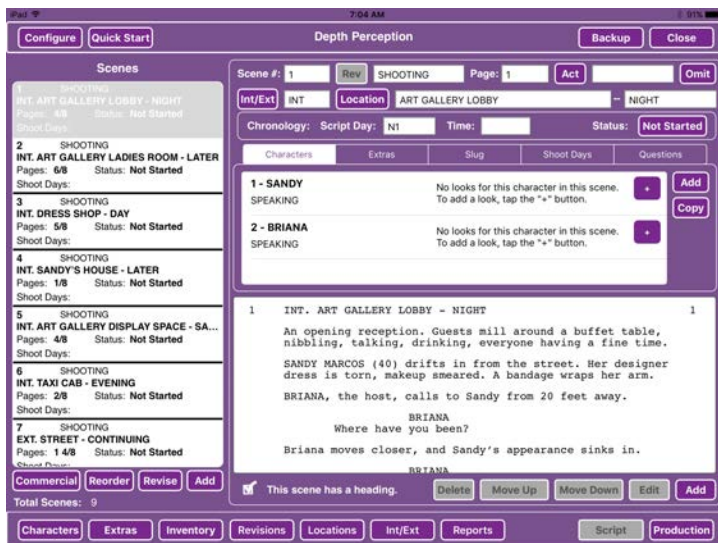
Now that your script has been imported, you are ready to start filling your CHARACTER BAGS and breaking your script down into Continuity Days and LOOKS.



TAP Scene 1 (from the list of scenes on the left of your page) .

You will notice that scene headings have already been extracted during the importation process. You will also see that the speaking CHARACTERS are listed for you in the

middle of the page and the script itself is available for you to read in the lower right hand section of your screen.



FIVE TABS ACROSS MIDDLE OF SCRIPT VIEW

When in the Script View there are five tabs listed across the middle right-side of this window: CHARACTERS, EXTRAS, SLUG, SHOOT DAYS, QUESTIONS

Use these TABS to navigate about as you breakdown each scene.

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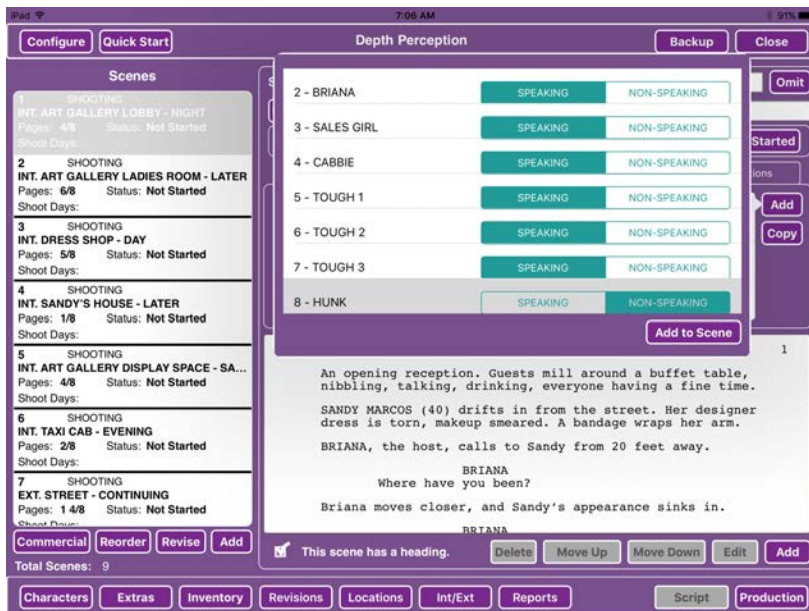
CHRONOLOGY LINE

Fill in the CHRONOLOGY LINE: D1, N1, and if available, time of day. Knowing the day breaks and time of day will help you establish where new LOOKS might occur. (this info should come from your script supervisor or AD's breakdown).

CHARACTERS

At this point DH HAIR I MAKEUP should be open to the

CHARACTERS tab. The import process will have already identified all SPEAKING CHARACTERS for you.



CHARACTERS

tab. The import process will have already identified all SPEAKING CHARACTERS for you.

Add any additional NON-SPEAKING numbered characters.

*Marking characters as NON-SPEAKING

will lock them in the scene even when revisions are imported.

The EXTRAS tab is used for non-numbered background actors.

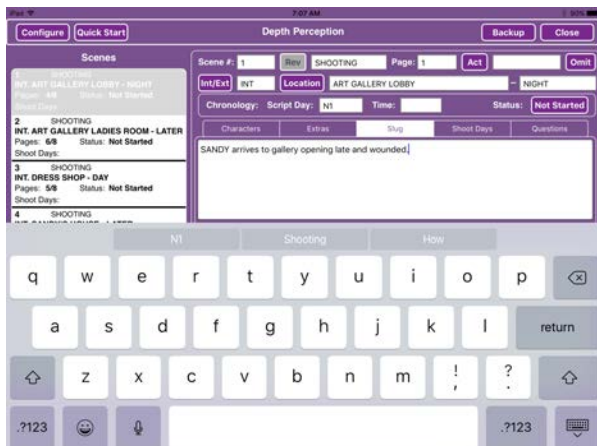
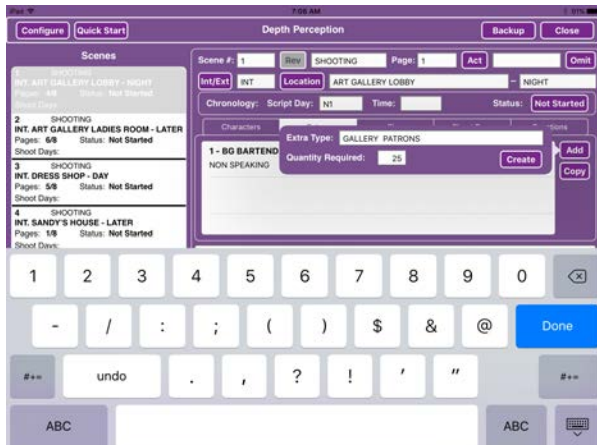
To add characters to the scene, TAP the ADD BUTTON on the right side of the characters list.

Select each character that you want to add by TAPPING the character's name in the list. Then, for each character, choose "SPEAKING" or "NON-SPEAKING".

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After selecting all the characters needed for the scene, TAP the ADD TO SCENE button - to add the highlighted characters to the scene.

NOTE: If you mistakenly add a character to a scene - swiping from right to left reveals a DELETE button highlighted in red.



EXTRAS

You should add the Extras when you receive the AD's Background Breakdown.

To ADD a single EXTRA, TAP the ADD BUTTON, name your EXTRA and fill in quantity required as as "1".

To add more than one EXTRA at a time you can use the EXTRAS by type method. TAP the ADD BUTTON and enter in the type as "GALLERY PATRONS" and quantity required 25. DH HAIR I MAKEUP will create 25 background character spots each requiring a LOOK.

SLUG

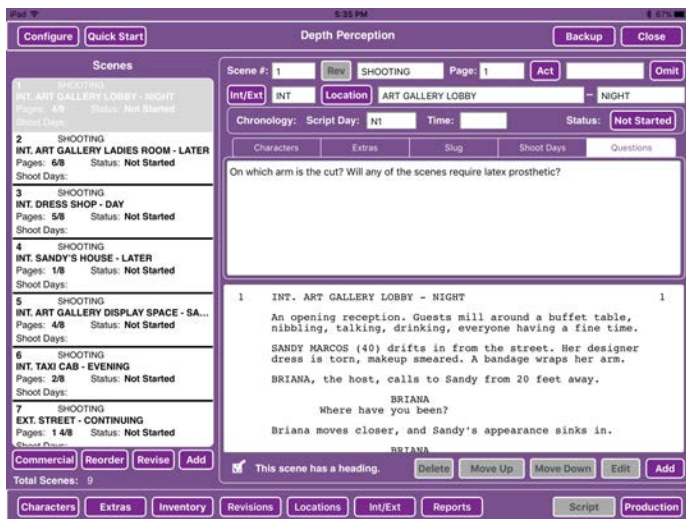
TAP the SLUG TAB and enter in a brief summary of the scene. This description will be a part of several of your breakdown forms and is a great way to

DH HAIR I MAKEUP - QUICK START

communicate what a scene is about to your crew.

SHOOT DAYS

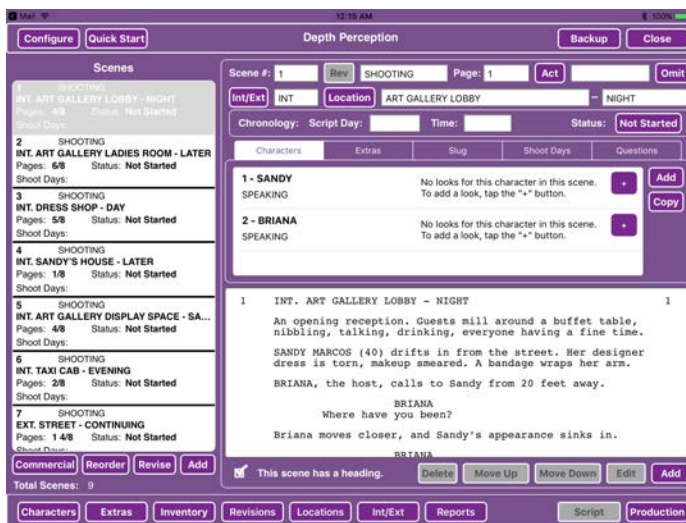
You will link scenes to your schedule and calendar in this window. We'll come back to this after we've received a shooting schedule.



QUESTIONS

Use this tab to create a list of questions that you have for your director, producers, AD's, or other departments.

Questions will appear in scene order at the end of your LONG FORM SCENE BREAKDOWN.



ADD LOOKS – LOOK #'s

There are no hard and fast rules for when to change a character's LOOK #. It's up to you as to what will help your department match continuity from scene to scene. Generally, it is easiest to create a new look for each continuity day

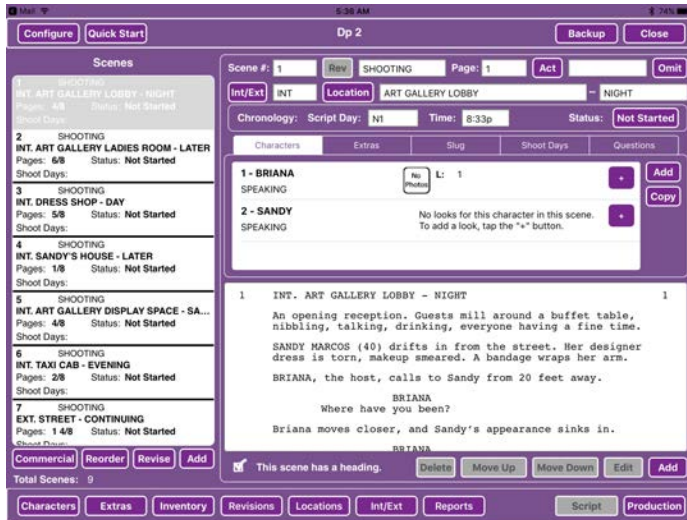
and simply note changes from scene to scene in the continuity notes section.

ADDING A LOOK is easy and can be done from either the SCRIPT WINDOW (scenes in a list on the left of the screen) or

DH HAIR I MAKEUP - QUICK START

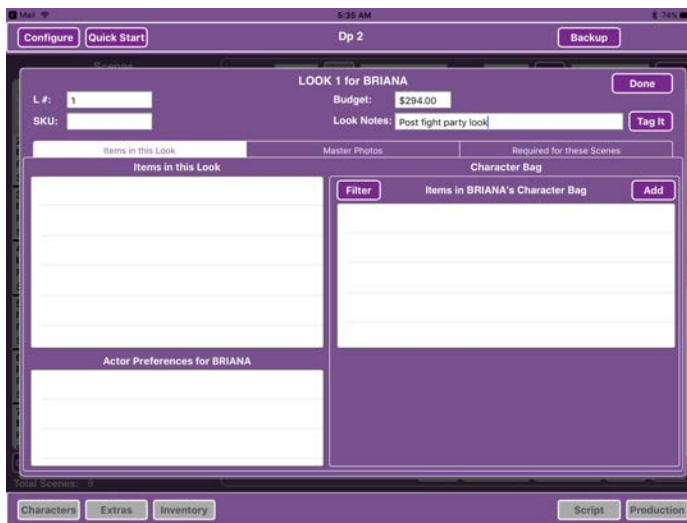
the CHARACTER WINDOW (character in a list on the left of the screen).

TAP the SCRIPT BUTTON (bottom right of screen) and the SCRIPT WINDOW will open. View the CHARACTERS and EXTRAS in the highlighted scene by TAPPING the corresponding TAB.



To add a new LOOK for the CHARACTER in a scene, TAP the + TAB to the right of the character's name and a NEW LOOK WINDOW will open.

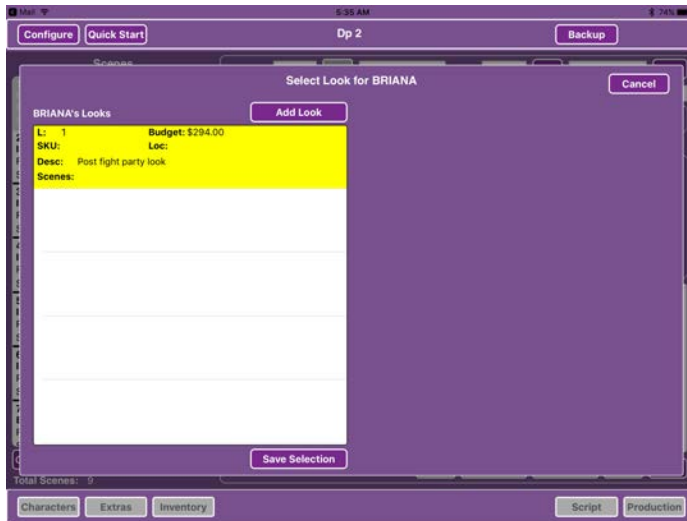
You may now simply number the LOOK and move on or you can start to fill in items in the CHARACTER BAG and attach them to the LOOK. When you've finished in the LOOK WINDOW, TAP DONE.



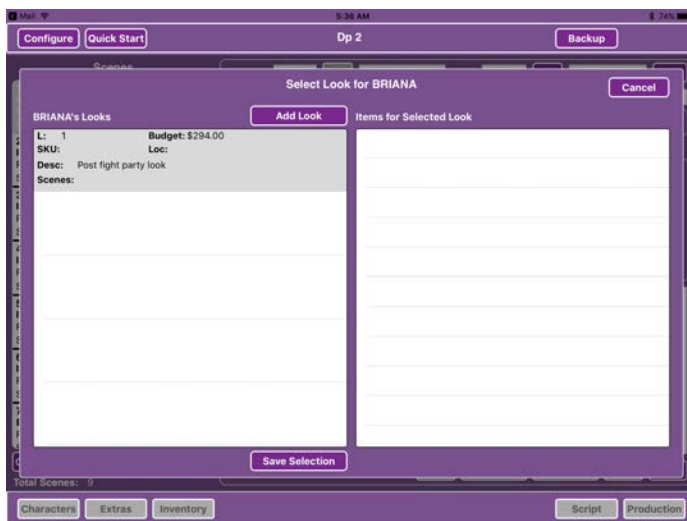
You will be taken back to the previous window, where the new LOOK will

now be highlighted YELLOW.

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TAP the yellow highlighted LOOK (turning it grey) and then TAP the SAVE SELECTION tab.



The LOOK will be added to the scene and you will be back in your scene window ready to continue.

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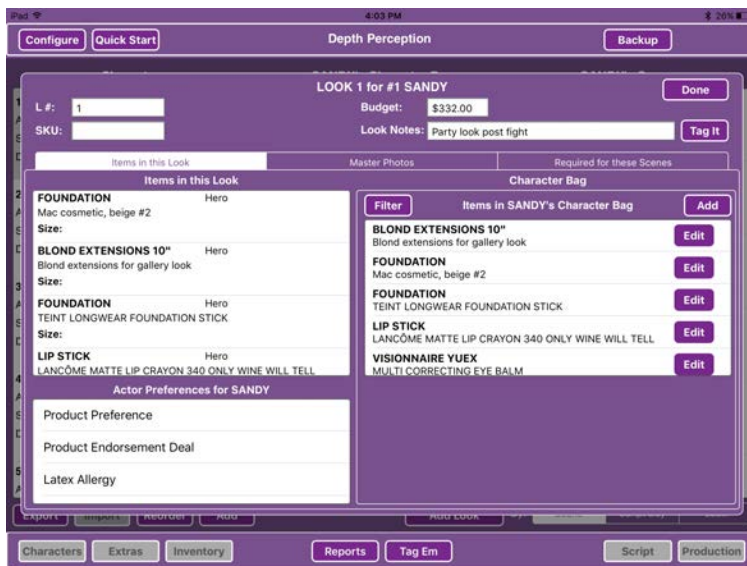
COMPLETING YOUR INITIAL BREAKDOWN

In pre-production, users decide where the character's LOOKS should change and attach a new LOOK #.

As you continue breaking down your script and getting more information from your AD department and director, remember to add in all non-speaking characters and Extras so you can have all the personnel and supplies you will need when shooting starts. Once you've entered in all your Characters and Extras, you are now ready to attach LOOKS to each Character in the scene.

FILL CHARACTER BAGS BUILD LOOKS

You can build your CHARACTER BAGS and LOOKS at the same time. As you do, you should photograph TEST LOOKS and attach them to your file. DH HAIR I MAKEUP allows you to work in any order that suits your process.



BUILD YOUR BUDGET AT THE SAME TIME

Save time by filling in budget information as you build your LOOKS and fill your CHARACTER BAGS.

DH HAIR I MAKEUP is designed to let you update your budget information as you work

and generate a simple BUDGET REPORT at any stage of the process.

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LOOK 1 for #1 SANDY

Budget: \$332.00

Look Notes: Party look post fight

Items in this Look

- FOUNDATION Mac cosmetic, beige #2
- BLOND EXTENSIONS 10" Blond extensions for gallery look
- FOUNDATION TEINT LONGWEAR FOUNDATION STICK
- LIP STICK

Character Bag

- BLOND EXTENSIONS 10"
- FOUNDATION Mac cosmetic, beige #2
- FOUNDATION TEINT LONGWEAR FOUNDATION STICK
- LIP STICK
- VISIONNAIRE YUEX

We recommend adding in your rough budgeting idea for each character by LOOK. Simply add your rough budget estimate for each LOOK in each LOOK WINDOW.

BLOND EXTENSIONS 10": Item 1 o...

Type: Hero

Acquisition: Source: Unidentified, Cost Type: Unidentified, Units: 1, Unit Cost: \$119.00, Total: \$119.00

Included in Looks

- LOOK 1: Budget: \$332.00, Desc: Party look post fight
- LOOK 2: Budget: \$101.00, Desc: Getting ready at home look - no makeup

Be sure to enter the exact cost and other purchase information for each item and duplicates, as you fill the CHARACTER BAGS.

Once you've filled in the prices DH HAIR I MAKEUP will do all the computations and final budgeting for you.

ADDING ACTOR INFORMATION BY CHARACTER

If not yet in the CHARACTERS WINDOW, TAP the CHARACTERS BUTTON in the lower left hand corner of the screen.

Characters

- 1 SANDY
- 2 BRIANA
- 3 SALES GIRL
- 4 CABBIE
- 5 TOUGH 1

Character Edit: SANDY

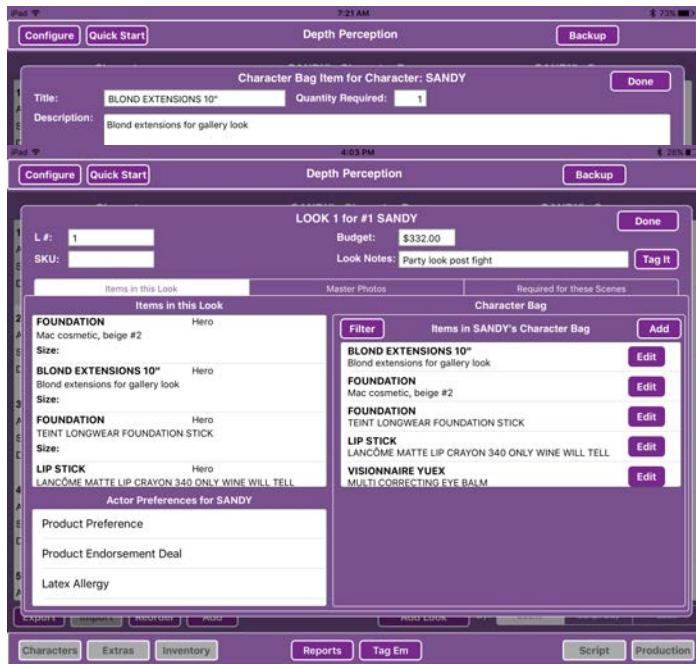
Name: SANDY

Gender: Unknown, Male, Female

Description: EMOTIONALLY VULNERABLE PHYSICALLY STRONG

TAP the EDIT BUTTON for a character in the list. Select the character's GENDER and then fill in the sections for the

DH HAIR I MAKEUP - QUICK START



ACTOR'S NAME, CHARACTER ABBREVIATION, a BRIEF CHARACTER DESCRIPTION, and then select ACTOR PREFERENCES as to product types, allergies, etc.

To add a new ACTOR PREFERENCE from the list of defaults simply TAP the ADD ACTOR

PREFERENCE BUTTON and then enter descriptions further outlining those preferences.

* NOTE you can add or delete defaults from the ACTOR PREFERENCE WINDOW for the project via the CONFIGURE BUTTON in the upper left hand corner of the screen. Remember to make a change in the current project only, hit CONFIGURE from within the project. To make this same change stick to all future productions, simply close the file and select the CONFIGURE BUTTON from the MAIN DH HAIR I MAKEUP PROJECTS PAGE (this page will list all your projects in file folders).

FILL CHARACTER BAGS - BUILD LOOKS

TAP the CHARACTER button in the lower left hand corner of the screen. A CHARACTERS LIST will now open with all numbered Characters appearing in a list on the left. Tap the desired Character to see a list of that character's CHARACTER BAG ITEMS and LOOKS.

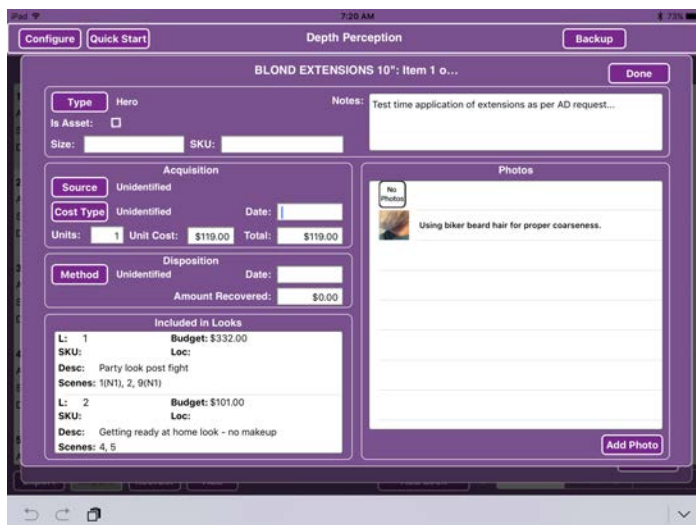
DH HAIR I MAKEUP - QUICK START

TAP the ADD TO CHARACTER BAG button under the CHARACTER BAG and you can begin to enter ITEMS. There are fields for quantity to indicate where duplicates are needed as well as a description box.

BUILD LOOKS

DH HAIR I MAKEUP easily allows users to switch between CHARACTER LOOKS and CHARACTER BAGS.

From the CHARACTER screen, tap the Character for whom you'll be adding LOOKS.



The screenshot shows the 'BLOND EXTENSIONS 10": Item 1 o...' screen in the DH HAIR I MAKEUP app. The interface is purple-themed and includes several sections: 'Type' (Hero), 'Acquisition' (Source, Cost Type, Units, Unit Cost, Total), 'Disposition' (Method, Amount Recovered), and 'Included in Looks' (L: 1, L: 2). There is also a 'Photos' section with a 'No Photos' message and an 'Add Photo' button. The top bar shows 'Depth Perception' and 'Backup' options.

To add a new LOOK, TAP the ADD LOOK button. Once you have added LOOKS, you may also tap a LOOK in the list to add items for that LOOK. That LOOK's screen will be displayed.

In the LOOK screen, TAP the ADD button in the CHARACTER BAG section. In the

CHARACTER BAG ITEM screen, type a title such as "blond extensions" or "scar appliance". Enter the QUANTITY REQUIRED such as when a duplicate might be needed. Otherwise, just enter 1 and tap NEXT on the keyboard. Type a DESCRIPTION, if necessary.

To enter the size or cost information tap the item in the INDIVIDUAL ITEMS list below. Fill in the necessary information in

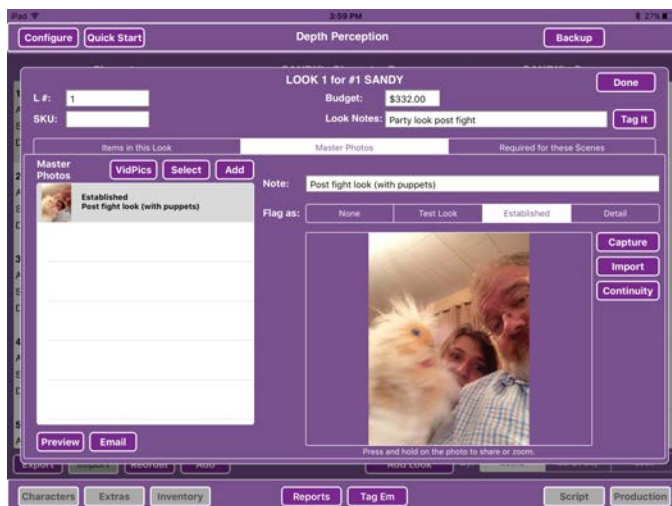
DH HAIR I MAKEUP - QUICK START

the ITEM window then tap the DONE BUTTON on top right of screen.

After the size and cost information for each item has been entered, TAP the DONE button for the closet item and the item will be added to the Character's CHARACTER BAG. Continue this process for each item in the LOOK.

*NOTE - Use the IS ASSET check box to help track HOT COSTS for production.

When all of the items are in the CHARACTER BAG you may then select each item for the LOOK by TAPPING an item in the CHARACTER BAG. The list of individual items for the CHARACTER BAG will be displayed in the list below. TAP the specific item to add it to the LOOK. If a new item is needed simply add it to the CHARACTER BAG and then ADD IT TO THE LOOK.



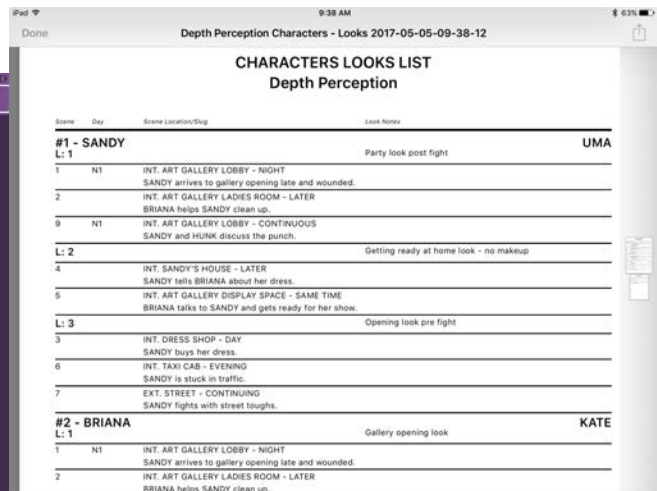
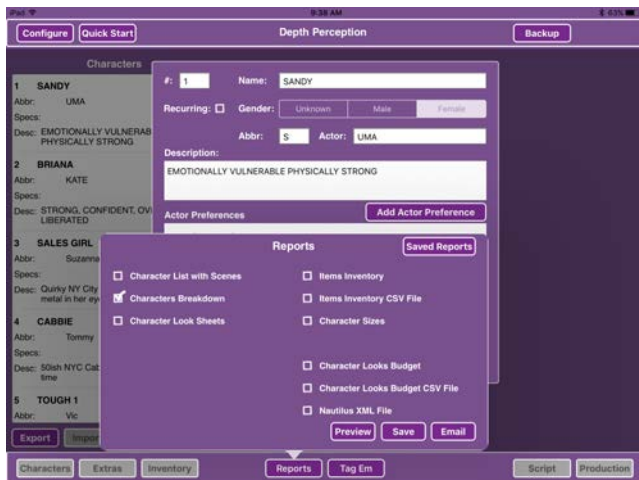
TAKE FITTING PHOTOS

TAP the MASTER PHOTOS tab and either CAPTURE photos with the iPad or IMPORT PHOTOS from your Camera App.

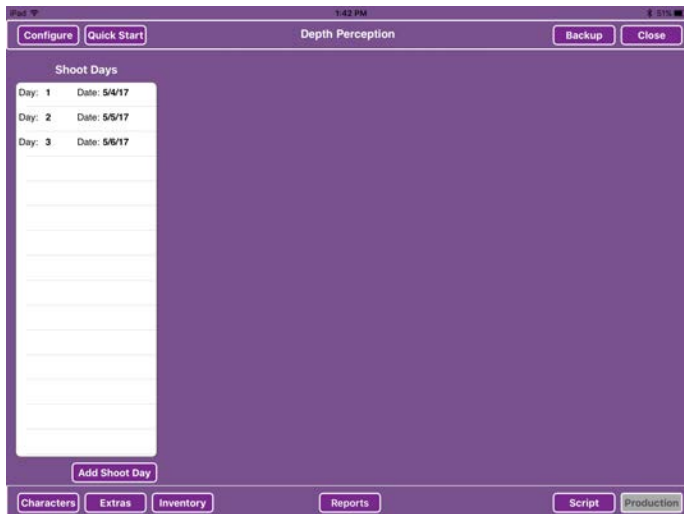
Once photos are loaded into DH HAIR I MAKEUP, you may enter in

DESCRIPTIONS and flag photos as TEST PHOTOS or ESTABLISHED or ON-SET CONTINUITY.

DH HAIR I MAKEUP - QUICK START



SHARE YOUR BREAKDOWN



Now let's look at our CHARACTER BREAKDOWN. This is a succinct report of all the CHARACTERS and their LOOKS.

TAP the REPORTS BUTTON (center bottom of screen) - Select the CHARACTERS BREAKDOWN. TAP the PREVIEW BUTTON to

PREVIEW your report.

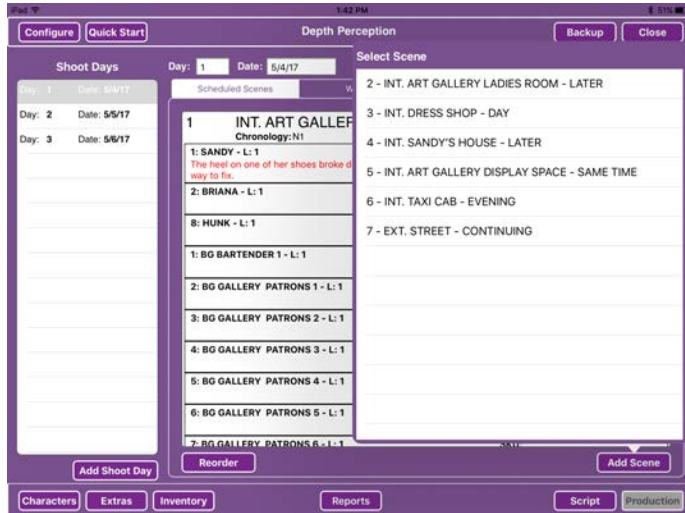
TAP the SEND BUTTON in the upper right hand corner of the screen to create an email with your CHARACTER LOOK BREAKDOWN attached in pdf format.

ENTER SHOOT DAYS

When the AD Department provides you with the shooting schedule you can quickly apply this schedule to your file.

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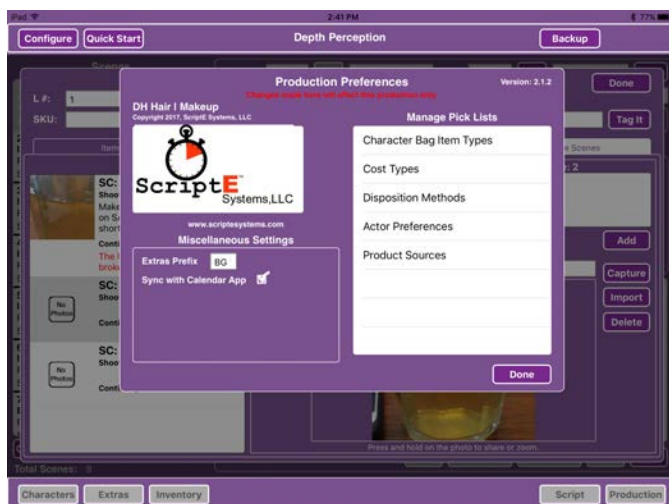
TAP the PRODUCTION button in the lower right hand corner of your screen. This will open a blank Shoot Days list.



TAP the ADD SHOOT DAY button beneath the SHOOT DAYS list and enter your DAY and DATE.

TAP the ADD SCENE button beneath the lower right hand corner of the SCHEDULED SCENES list and then select a scene

from the pop up list. Be sure to select the scenes in shooting order. If you've already filled in LOOK information, that information will transfer to the center window for easy reference. Repeat for each scene that is being shot that day.



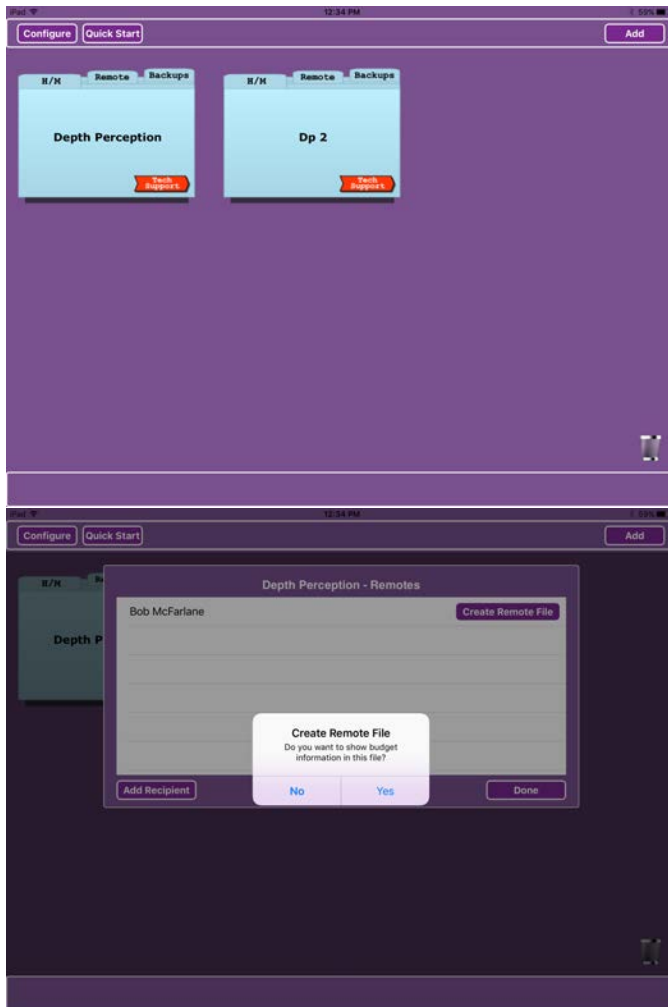
LINK YOUR FILE TO YOUR IPAD CALENDAR APP

TAP the CONFIGURE BUTTON (upper left hand corner of screen) and check the box SYNC WITH IPAD CALENDAR APP.

DH HAIR I MAKEUP - QUICK START

SHARE YOUR FILE

To Share your file with your CREW simply CLOSE the file (upper right BUTTON) and you will then return to Home page.



TAP the REMOTE TAB on the top middle of your project folder. You will then be presented with a REMOTE window.

Let's say we are creating a file for your ON SET REPRESENTATIVE.

TAP the ADD RECIPIENT BUTTON. NAME a file copy for your that CREW MEMBER.

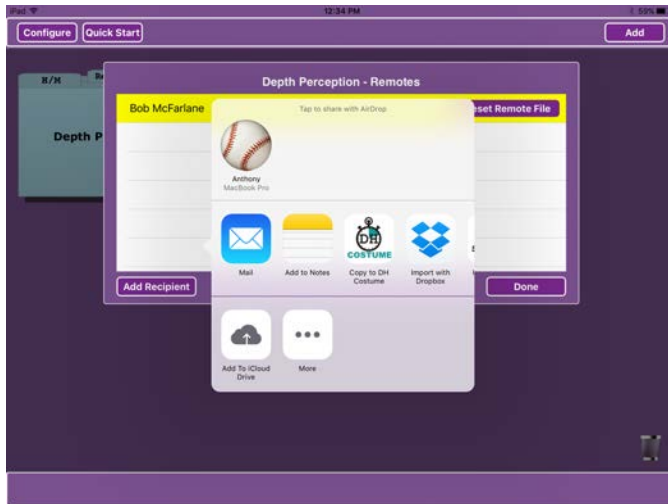
TAP the CREATE REMOTE FILE BUTTON. Choose whether or not to include budget information.

A SHARE WINDOW will open: Choose either MAIL, DROP BOX or if you are in close proximity AIR DROP.

The REMOTE FILE is now ready to send.

DH HAIR I MAKEUP - QUICK START

*NOTE - Please remind your ON SET REP to only enter notes and continuity photos in the CONTINUITY NOTES and PHOTOS SECTION .

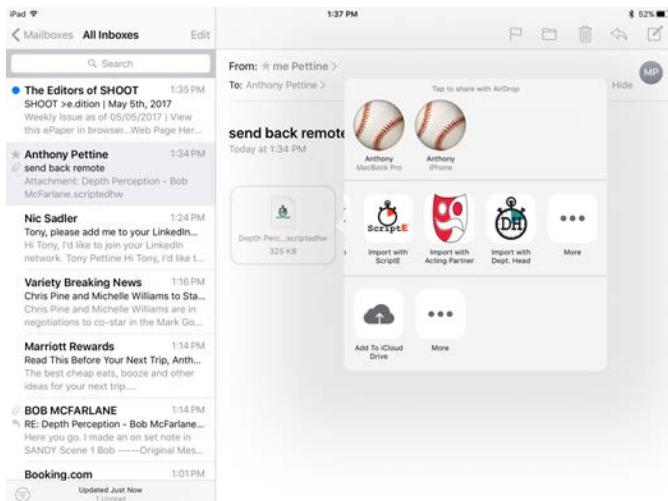


SYNCING REMOTE FILES

If you've sent out a remote file to any members of your team, to fill in CHARACTER

BAG details or do any other work on the file, it is a good idea to have them return their files so that you can sync files before you begin shooting. Also, it is very important to have everyone return their REMOTE files BEFORE importing any revised scripts. Remember DH HAIR I MAKE UP allows you to import each revision as it is published and always have the most recent changes at hand.

Be very careful to follow the steps when SYNCING REMOTES FILE with your MAIN FILE.



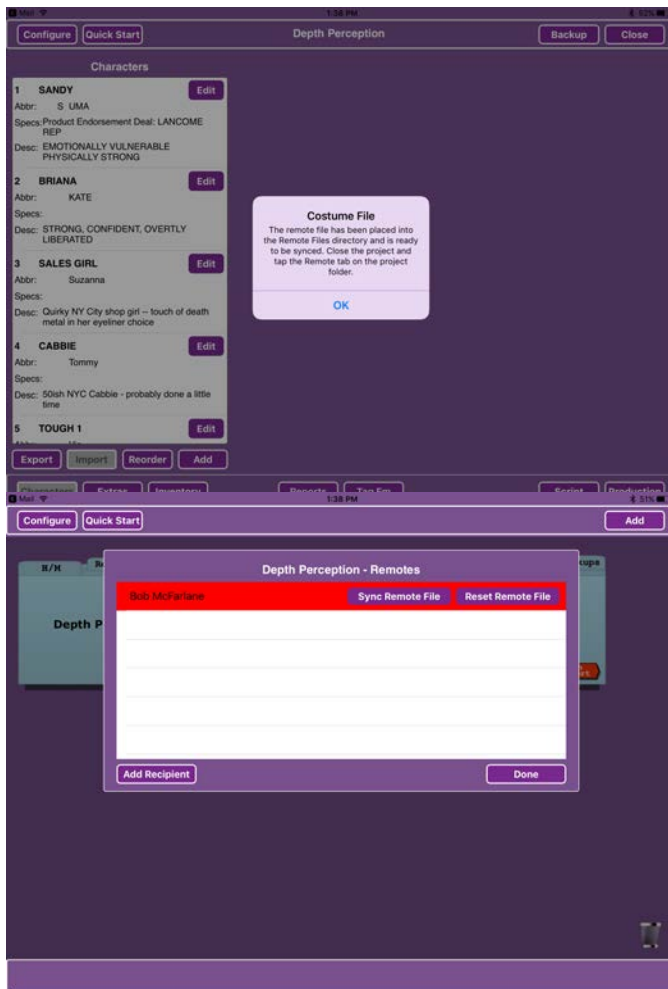
With your PROJECT FILE OPEN in DH HAIR I MAKEUP, DOUBLE-TAP the HOME BUTTON to reveal your MAIL App.

TAP to open the MAIL App.

Then open the email or AIR DROP that contains the

REMOTE FILE.

DH HAIR I MAKEUP - QUICK START



LONG PRESS on the REMOTE FILE ICON until you are prompted to select an App with which to open this file. Choose OPEN IN DH HAIR I MAKEUP.

You will be returned to the DH HAIR I MAKEUP app so tap the CLOSE BUTTON to close your project. Then TAP the REMOTE TAB on your project folder and TAP “SYNC REMOTE FILE” to update your master file.

You are now ready to start shooting.

START SHOOTING

Once your CHARACTER BAGS, LOOKS and SCHEDULE are all filled in, you are ready to start shooting.

WORKFLOW NOTE

DH HAIR I MAKEUP is designed for stability, efficiency, and accuracy. It is up to the DEPARTMENT HEAD to make certain their crew is properly inputting information in the file and that all REMOTE FILES are RE-SYNCED at the end of each work day. But don't worry, if an ON-SET HAIR or MAKEUP rep mistakenly inputs information in another field, DH HAIR I MAKEUP will print

DH HAIR I MAKEUP - QUICK START

SHOOTING SCHEDULE
Depth Perception
Day 1 - 5/4/17

5/5/17

1 - INT. ART GALLERY LOBBY - NIGHT	Page: 1
Chronology: N1	
1 - SANDY - L: 1	
2 - BRIANA - L: 1	
8 - HUNK - L: 1	
1 - BG BARTENDER 1 - L: 1	
2 - BG GALLERY PATRONS 1 - L: 1	
3 - BG GALLERY PATRONS 2 - L: 1	
4 - BG GALLERY PATRONS 3 - L: 1	
5 - BG GALLERY PATRONS 4 - L: 1	
6 - BG GALLERY PATRONS 5 - L: 1	
7 - BG GALLERY PATRONS 6 - L: 1	
8 - BG GALLERY PATRONS 7 - L: 1	
9 - BG GALLERY PATRONS 8 - L: 1	
10 - BG GALLERY PATRONS 9 - L: 1	
11 - BG GALLERY PATRONS 10 - L: 1	
12 - BG GALLERY PATRONS 11 - L: 1	
13 - BG GALLERY PATRONS 12 - L: 1	
14 - BG GALLERY PATRONS 13 - L: 1	
15 - BG GALLERY PATRONS 14 - L: 1	
16 - BG GALLERY PATRONS 15 - L: 1	
17 - BG GALLERY PATRONS 16 - L: 1	
18 - BG GALLERY PATRONS 17 - L: 1	
19 - BG GALLERY PATRONS 18 - L: 1	
20 - BG GALLERY PATRONS 19 - L: 1	
21 - BG GALLERY PATRONS 20 - L: 1	
22 - BG GALLERY PATRONS 21 - L: 1	
23 - BG GALLERY PATRONS 22 - L: 1	
24 - BG GALLERY PATRONS 23 - L: 1	
25 - BG GALLERY PATRONS 24 - L: 1	
26 - BG GALLERY PATRONS 25 - L: 1	
8 - INT. ART GALLERY DISPLAY SPACE - NIGHT	Page: 5
2 - BRIANA - L: 1	
9 - INT. ART GALLERY LOBBY - CONTINUOUS	Page: 5
Chronology: N1	
1 - SANDY - L: 1	

1 of 1

SHOOTING SCHEDULE
Depth Perception
Day 1 - 5/4/17

5/5/17

1 - INT. ART GALLERY LOBBY - NIGHT	Page: 1
Chronology: N1	
1 - SANDY - L: 1	
2 - BRIANA - L: 1	
8 - HUNK - L: 1	
1 - BG BARTENDER 1 - L: 1	
2 - BG GALLERY PATRONS 1 - L: 1	
3 - BG GALLERY PATRONS 2 - L: 1	
4 - BG GALLERY PATRONS 3 - L: 1	
5 - BG GALLERY PATRONS 4 - L: 1	
6 - BG GALLERY PATRONS 5 - L: 1	
7 - BG GALLERY PATRONS 6 - L: 1	
8 - BG GALLERY PATRONS 7 - L: 1	
9 - BG GALLERY PATRONS 8 - L: 1	
10 - BG GALLERY PATRONS 9 - L: 1	
11 - BG GALLERY PATRONS 10 - L: 1	
12 - BG GALLERY PATRONS 11 - L: 1	
13 - BG GALLERY PATRONS 12 - L: 1	
14 - BG GALLERY PATRONS 13 - L: 1	
15 - BG GALLERY PATRONS 14 - L: 1	
16 - BG GALLERY PATRONS 15 - L: 1	
17 - BG GALLERY PATRONS 16 - L: 1	
18 - BG GALLERY PATRONS 17 - L: 1	
19 - BG GALLERY PATRONS 18 - L: 1	
20 - BG GALLERY PATRONS 19 - L: 1	
21 - BG GALLERY PATRONS 20 - L: 1	
22 - BG GALLERY PATRONS 21 - L: 1	
23 - BG GALLERY PATRONS 22 - L: 1	
24 - BG GALLERY PATRONS 23 - L: 1	
25 - BG GALLERY PATRONS 24 - L: 1	
26 - BG GALLERY PATRONS 25 - L: 1	
8 - INT. ART GALLERY DISPLAY SPACE - NIGHT	Page: 5
2 - BRIANA - L: 1	
9 - INT. ART GALLERY LOBBY - CONTINUOUS	Page: 5
Chronology: N1	
1 - SANDY - L: 1	

1 of 3

SHOOT DAY LOOKS
Depth Perception

Day 1 - 5/4/17

CHARACTER	SCENE	USE	BN	LOOKS->
1-SANDY	1	I	N1	1
1-SANDY	9	I	N1	1
2-BRIANA	1	I	N1	1
2-BRIANA	8	I		1
8-HUNK	1	I	N1	1
8-HUNK	9	I	N1	1

BACKGROUND DAILY LINE UP
Depth Perception

Day: 1 - 5/4/17

SC	D/N	BG BARTENDER 1	BG GALLERY PATRONS 1	BG GALLERY PATRONS 2	BG GALLERY PATRONS 3	BG GALLERY PATRONS 4	BG GALLERY PATRONS 5	BG GALLERY PATRONS 6	BG GALLERY PATRONS 7	BG GALLERY PATRONS 8	BG GALLERY PATRONS 9	BG GALLERY PATRONS 10
1	N1	1	1	1	1	1	1	1	1	1	1	1
8												
9	N1											

CHARACTERS DAILY LINE UP
Depth Perception

Day: 1 - 5/4/17

SC	D/N	SANDY	BRIANA	HUNK
1	N1	1	1	1
8				
9	N1	1		1

out a document that outlines all conflicts. The Dept. Head must simply add the over-written information back into the file.

DH HAIR I MAKEUP - QUICK START

PRINT OUT DAYS REPORTS

Double check your LOOKS for the day and print out any reports, bag tags, etc.

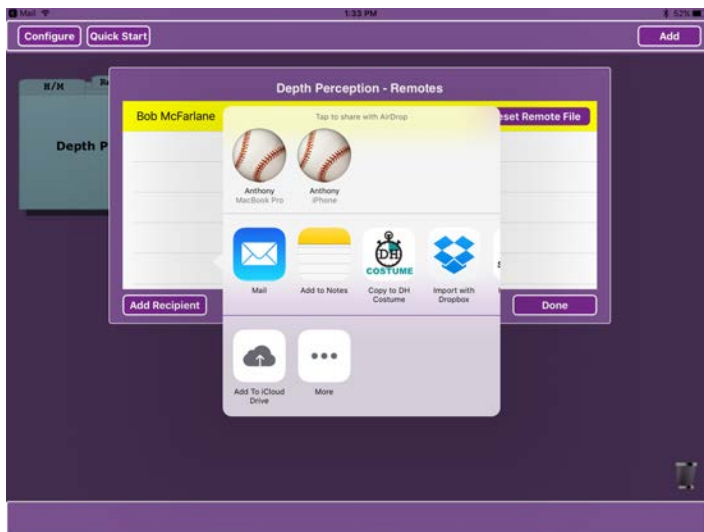
Some sample reports: see appendix a

SHOOTING BEGINS

CREATE & SEND OUT REMOTE FILES

To CREATE REMOTE FILES - Close your current file and go back to the main DH HAIR I MAKEUP desktop. TOUCH the REMOTE tab in the top middle of the project folder.

ADD and NAME your REMOTE FILES for all ON-SET HAIR or MAKE UP REPRESENTATIVE - We recommend naming the file for the ON SET REP - for example: Bob McFarlane.



Then EMAIL, DROP BOX, or AIRDROP this new REMOTE file to the ON-SET CREW MEMBER for whom it was created by tapping the CREATE REMOTE FILE button. AIRDROP is the quickest and most efficient way to send files.

*NOTE to avoid extra work and over-writing, remind your ON-SET CREW MEMBER to only attach notes in the ON-SET subsection of the LOOK WINDOW. They should also remember to ATTACH and LABEL all their

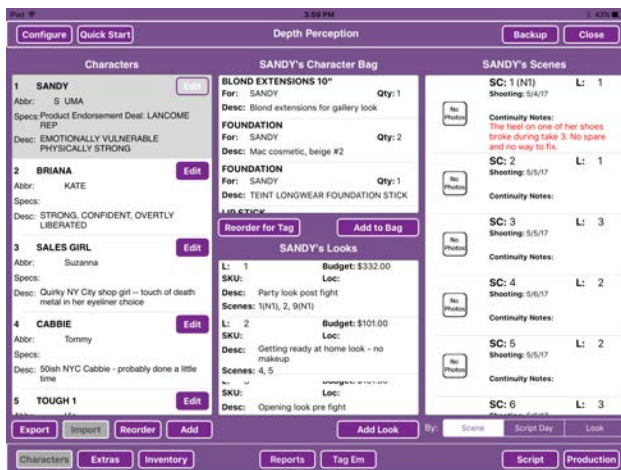
DH HAIR I MAKEUP - QUICK START

photos prior to RE-SENDING their work back to their DEPARTMENT HEAD.

PRINTING TAGS

You can print blank Character Bag Tags at this point with separate tags for each CHARACTER LOOK #. Remember to include all the products you purchase for that character in the Character Bag section of DH HAIR I MAKEUP as you design your looks.

Some users hand write in all the products on the LOOK TAGS as they design their LOOKS — then transfer all the product information to the CHARACTER BAG section of DH HAIR I MAKEUP.



Other users include all products directly in the CHARACTER BAG section of DH HAIR I MAKEUP as they purchase them. Whichever works best for you, pick a system and stick to it.

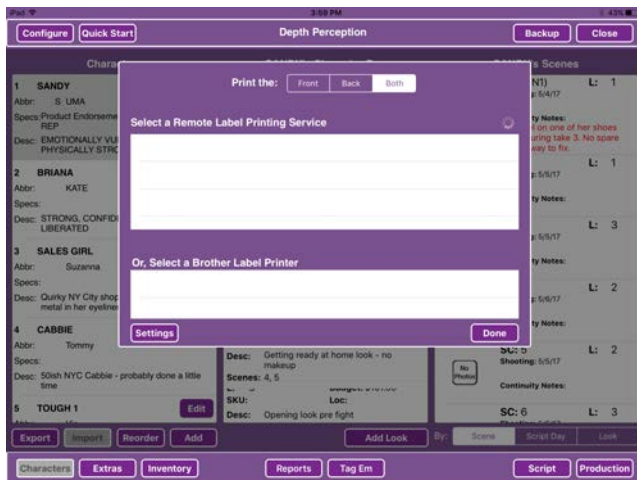
DH HAIR I MAKEUP allows you to create a budget as you design looks. You don't need to use this feature, but it is a great help in tracking hot-costs and the disposition of expendable items, rentals, and builds.

READY TO PRINT

TAP the CHARACTERS button in the lower left to display the main CHARACTER WINDOW.

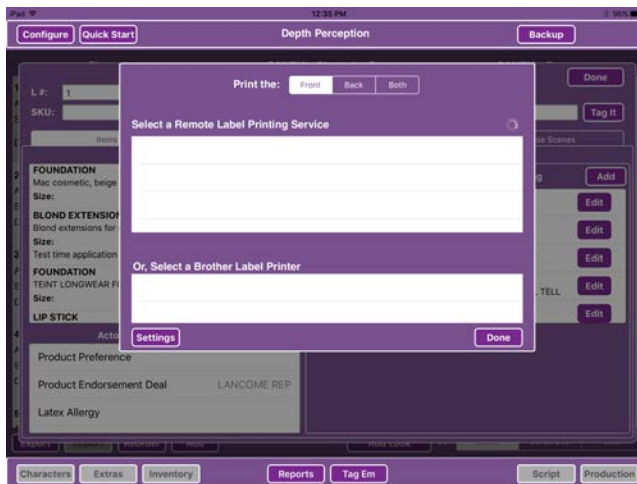
TAP the TAG EM button (center bottom of screen) and a box opens up where you will choose to print the Front, Back, or

DH HAIR I MAKEUP - QUICK START



Both sides of the labels and where you will choose your printer.

*NOTE - Printing out LOOK TAGS from the Character View will print out all LOOK TAGS for the selected Character. To print out an individual LOOK TAG, first select and open the window for the desired LOOK.



We recommend using the Brother QL710W and QL810W but DH HAIR I MAKEUP also works with DYMO printers via a link to a

MAC laptop and with our free REMOTE LABEL PRINTING APPLICATION.

link:

www.scriptesystems.com

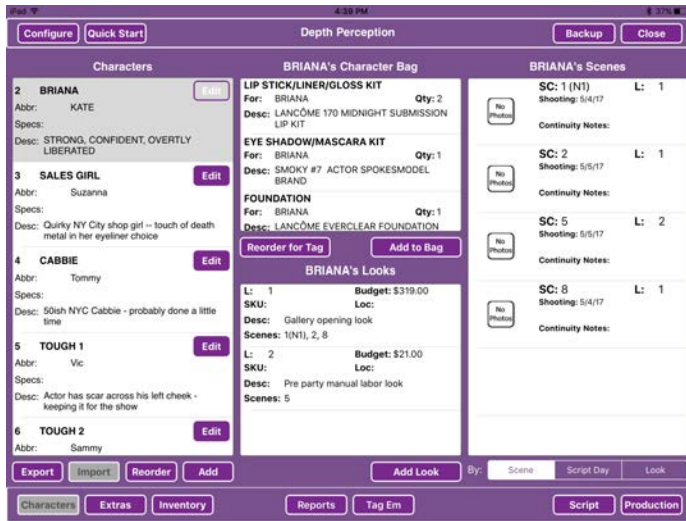
Your pre-shooting Breakdown and Tags are Done!

DEPARTMENT HEAD'S NOTES TO CREW

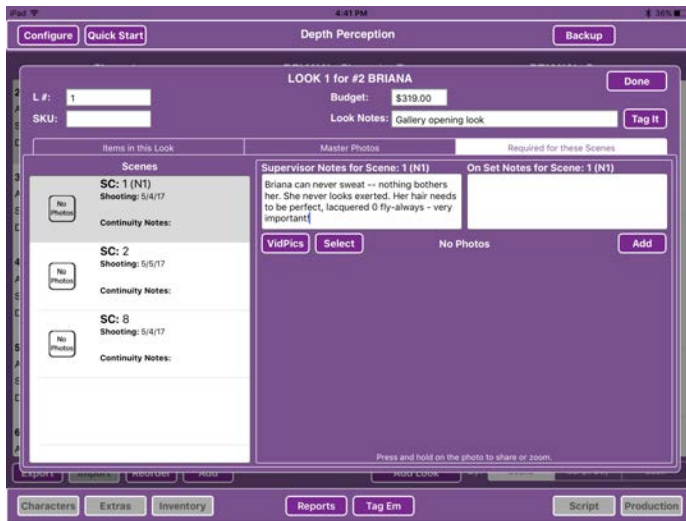
You can leave matching photos for each LOOK and even important scene by scene reminders for your on-set crew directly in the DH HAIR I MAKEUP file. TAP the CHARACTER TAB (bottom left) and open a window showing you all the

DH HAIR I MAKEUP - QUICK START

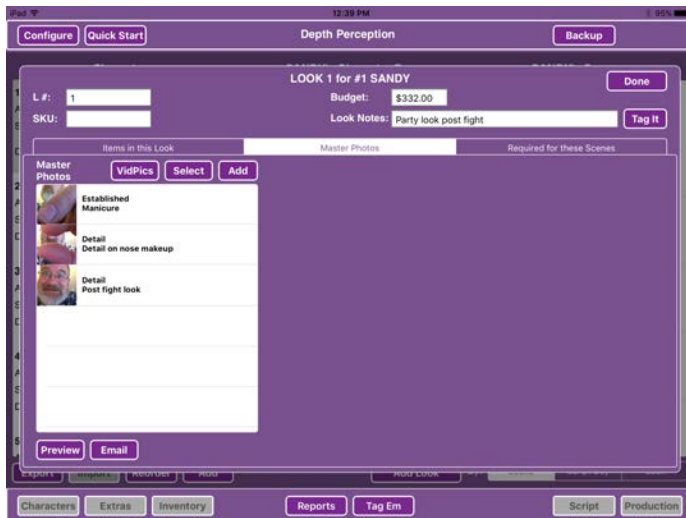
CHARACTER LOOKS, BAG INFO and SCENES. TOUCH LOOK 1 and it will highlight grey. TAP the REQUIRED FOR THIS SCENE TAB and a window will open leaving room for SUPERVISOR NOTES and ON-SET NOTES.



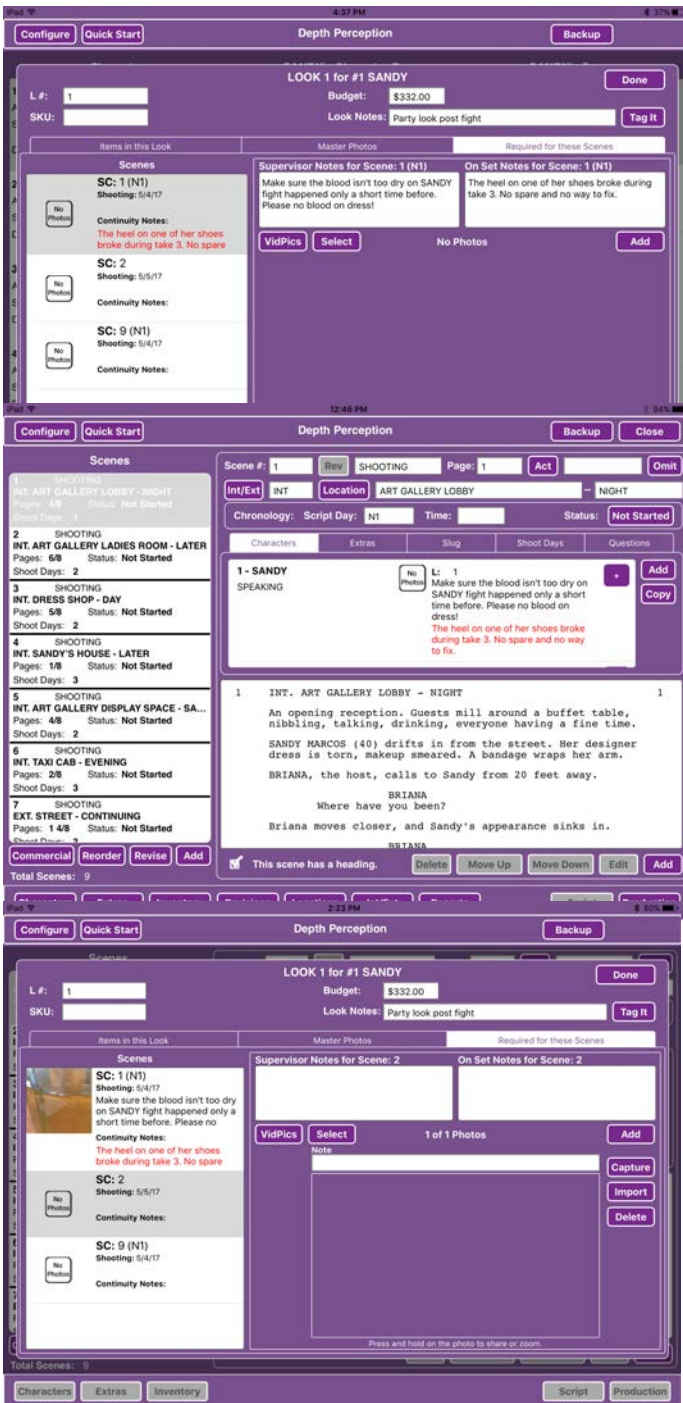
Enter your reminders for you on-set crew in the SUPERVISOR NOTES section. TAP the MASTER PHOTO BUTTON and you can leave ESTABLISHING LOOK photos for your crew.



Use the TABS over the photo field to mark you photo as NONE, TEST LOOK, ESTABLISHED or DETAIL.



DH HAIR I MAKEUP - QUICK START



ON-SET HAIR or MAKEUP CREW TRACK CONTINUITY

OPEN the remote file sent to you from the HAIR or MAKEUP DEPARTMENT HEAD.

TAP the scene you will be shooting.

TAP the CHARACTER LOOK you will be tracking and the REQUIRED FOR THESE SCENES TAB will open.

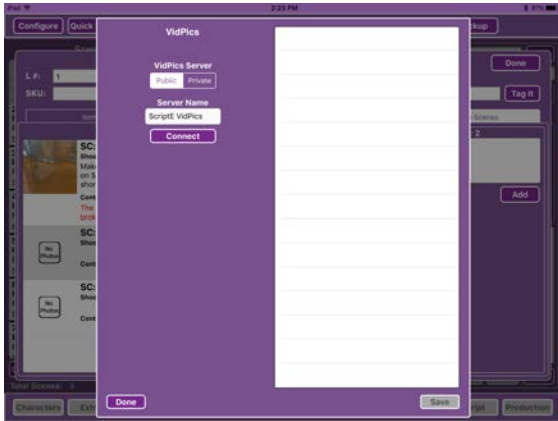
Make your continuity notes in the ON-SET NOTES SECTION for your character/characters.

Remember to limit your work to these areas to the ON SET section.

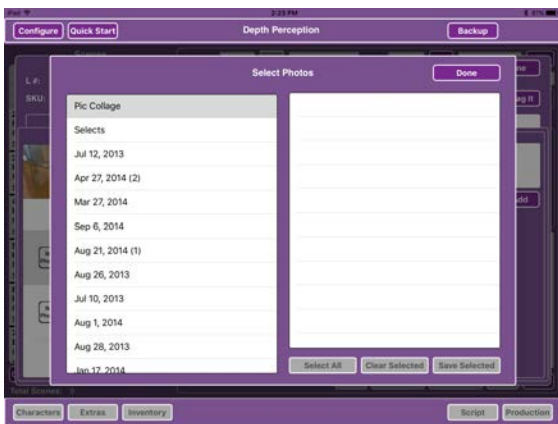
ON-SET HAIR or MAKEUP CONTINUITY PHOTOS

Continuity photos can be added to a scene via the 3 BUTTONS above the lower right quadrant of the screen: VID PICS, SELECT and ADD.

DH HAIR I MAKEUP - QUICK START



*The VID PICS BUTTON will open search for a VID PICS signal on your shared wifi. If you have a VID PICS signal available, simply link to the host computer and chose from the entire selection of photos available.



The SELECT BUTTON will open a menu over various photo libraries available to your iPad.

TAP the ADD BUTTON and you can choose:

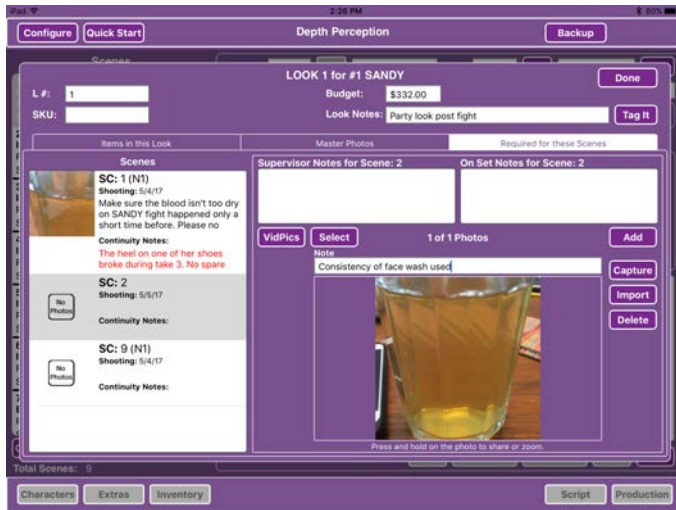
TAP the CAPTURE BUTTON and your iPad's on board camera will open. Simply capture your continuity stills and TAP USE PHOTO and you will revert back to the REQUIRED FOR THIS SCENE TAB of the LOOK WINDOW.



Remember to leave a detailed note in the NOTE section. As you capture continuity stills a file of photos for each scene will form attached to that scene.

DH HAIR I MAKEUP - QUICK START

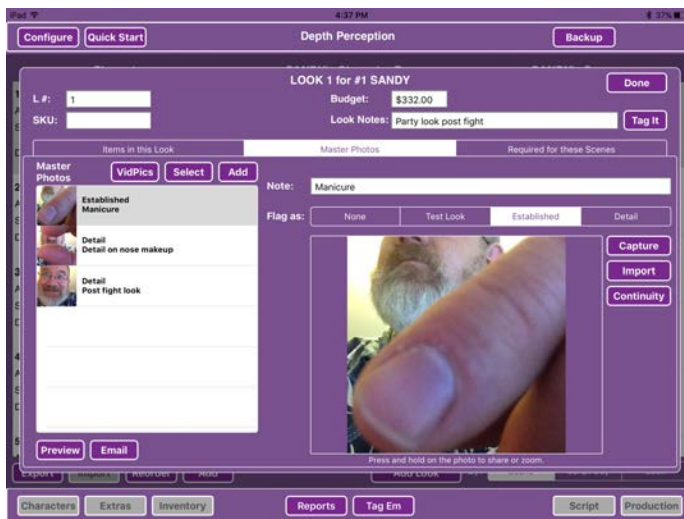
TAP the DELETE BUTTON to DELETE the open continuity still.



* NOTE - VID PICS photos are only available to users of the VID PICS APP a MAC laptop application that takes a constant stream of stills from the video feed and lets users of DH HAIR I MAKEUP and other Apps by ScriptE Systems, LLC.

ATTACHING PHOTOS DH HAIR I MAKEUP

TAP the MASTER PHOTOS TAB to view all your photos. Use the FLAG AS section to mark photos as NONE, TEST LOOK, ESTABLISHED or DETAIL.



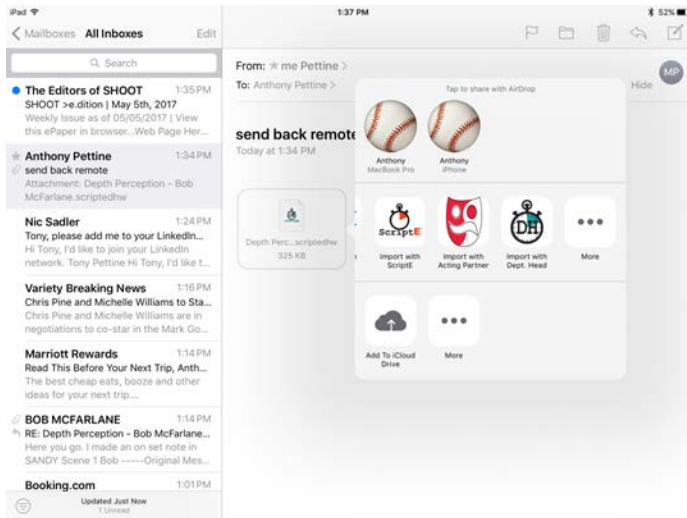
SYNC REMOTE FILES

DH HAIR I MAKEUP - QUICK START

As your ON-SET CREW finish their day's work they should either email, AIR DROP or drop box you their REMOTE FILES. You technically do not have to sync every night but it is the recommended workflow. Remember you need sync all remote files before importing script revisions and before generating new remote files.

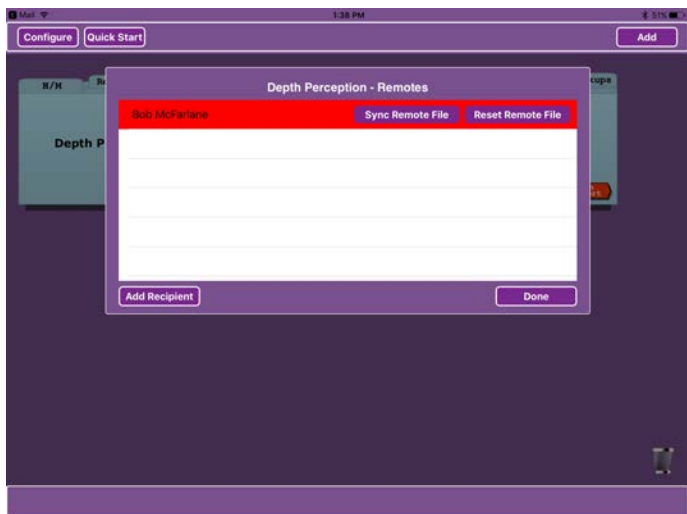
Be sure the project is open in DH HAIR I MAKEUP.

Open the email from your ON-SET CREW and put you finger on the icon for the REMOTE FILE with a LONG TOUCH. When prompted release your TOUCH and then select OPEN IN DH HAIR MAKEUP.



Close the project then TAP the REMOTE TAB on the project folder and tap the SYNC REMOTE FILE button to update your master file.

When the Remote files return to you from the ON SET CREW they should have all continuity photos from set already attached.



To choose the Photos that will be printed in the book - Select a Character, then Select a Change (lower center), then TAP MASTER PHOTOS (center TAB on the UPPER TOOL BAR).

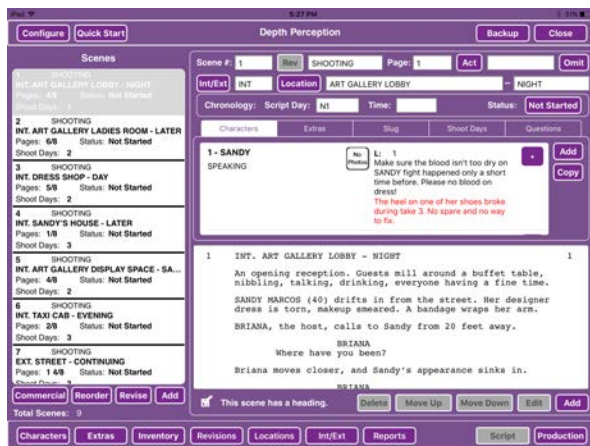
DH HAIR I MAKEUP - QUICK START

TAP the ADD BUTTON beneath the Master Photos list to add a new master photo. Identify the photo as ESTABLISHED or DETAIL then TAP the CONTINUITY button to select an on-set photo. The on-set note will be used here but you can change it, if necessary.

MARK A SCENE AS STARTED or COMPLETED

The default setting for all scenes is: NOT STARTED. You can

mark a scene as COMPLETE or STARTED by doing the following:



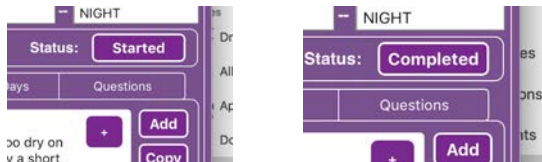
TAP the SCRIPT BUTTON (lower right-hand corner of screen) and select the scene in the list on the left.

TAP the button next to STATUS: (in the CHRONOLOGY section) Each TAP advances the STATUS:

1st TAP - STARTED (this will highlight the scene yellow)

2nd TAP - COMPLETED (this will highlight the scene GREEN)

3rd TAP - back to NOT STARTED



GENERATE PAGES FOR FINAL BOOK

DH HAIR MAKEUP allows you to print out the LOOK SHEETS for your final book.

To print out the LOOK SHEETS by CHARACTER:

DH HAIR I MAKEUP - QUICK START

TAP the CHARACTER button in the lower left hand corner.

TAP the CHARACTER for which you'd like to print out your LOOK SHEETS. Tap the REPORTS button.

Select the LOOK SHEETS report. Then simply preview, email or print the LOOK SHEETS.

Any questions, suggestions and to subscribe to our newsletter write to:

techsupport@scriptesystems.com

or call: 310-744-4987

www.scriptesystems.com