



# **ScriptE<sup>®</sup> for the iPad**

## **User Guide**

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## Introduction

For those of you who are familiar with the desktop versions of ScriptE, using ScriptE on the iPad will be a new experience. The iPad provides a unique and highly-mobile platform for using ScriptE on-set but also brings some restrictions and limitations to what can be done in the iPad version of ScriptE.

This user guide will walk you through using ScriptE on the iPad from starting a new production to importing a script, doing a breakdown, logging shots and emailing reports.

Let's get started.

## Start a New Production

When you launch ScriptE, the iPad will appear as shown below.



You'll notice there are three buttons and a trash can. The **Configure** and **Timecode** buttons will be addressed later. And, since there is nothing to throw away, we'll also deal with the trash can later.

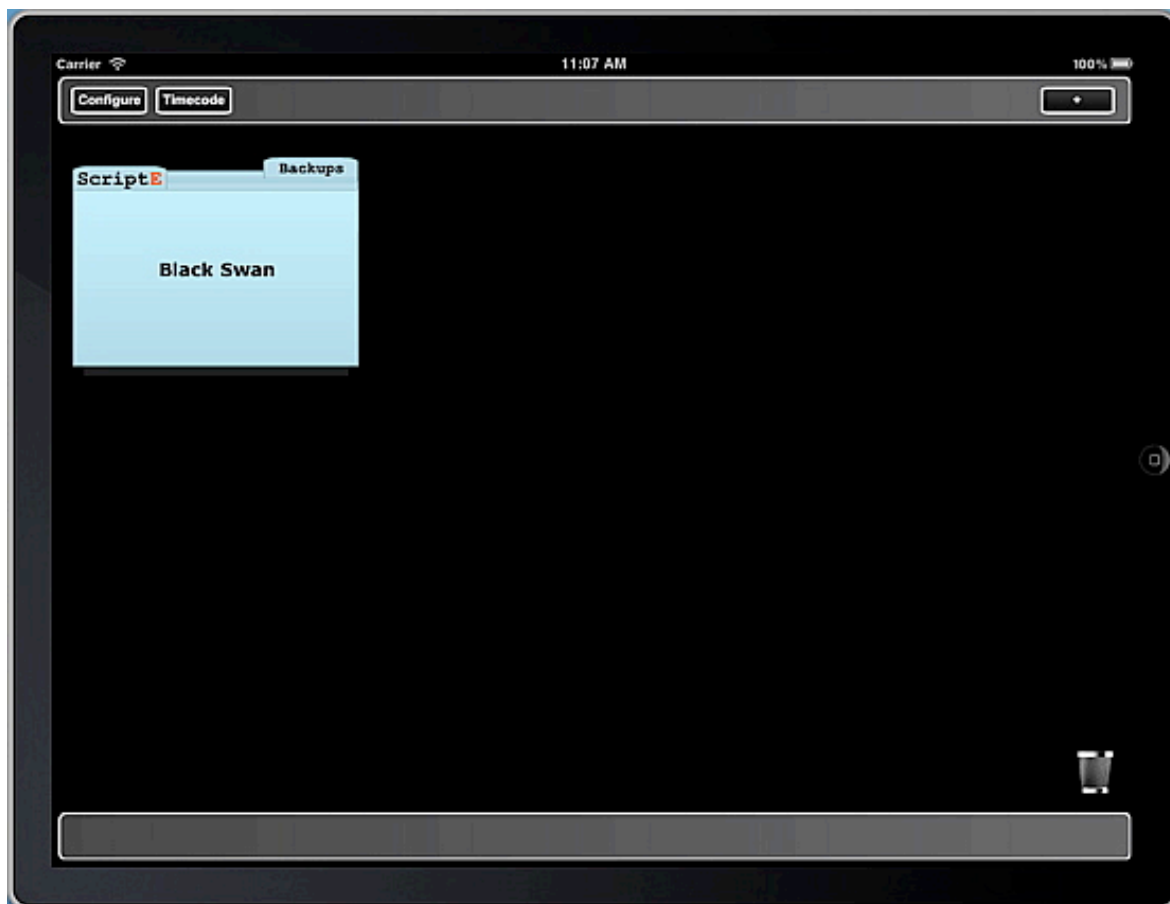
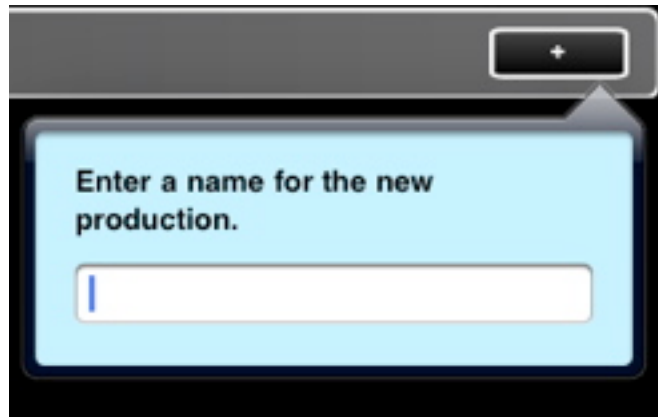
## Adding the Production Folder

Tap the + button to add a new production folder. A pop up will be displayed where you can type the name for the production folder/file as shown here.

Tap the **Done** button on the keyboard when you are finished typing the name. Try to avoid using characters that are illegal in file names as this will also become the name of the file that is created for the production.

If you are on the iPad anywhere outside of this pop up and not on the keyboard, this procedure will be cancelled and the production folder will not be added.

After the production folder has been created, your iPad will look like this.



## Production Folder

The iPad isn't like a desktop or laptop computer with a hard drive where you can create files and move them from place to place. Nor does it have a Finder where you can browse folders and files. So, ScriptE creates the folders for you. Under the main production folder are folders for Reports, Scripts, and Backups.

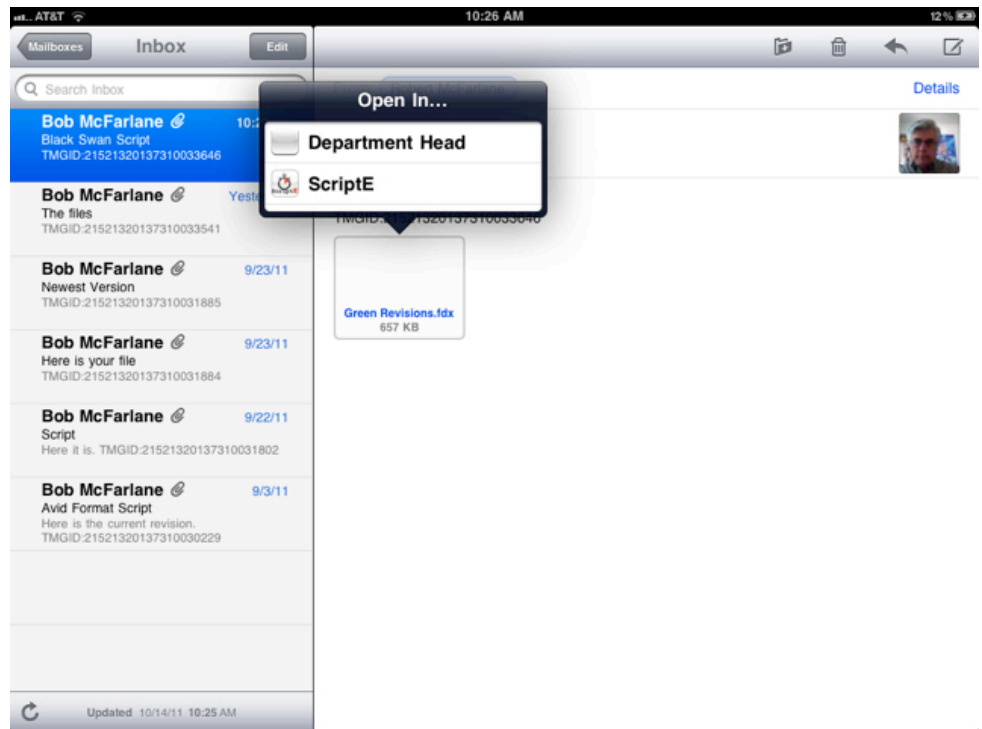
## Backups Folder

Just before you import a script revision, ScriptE creates a backup of your file. Sometimes the writers or production has not formatted a script correctly to the point where ScriptE is unable to properly parse it with the result that the script in your production file is unusable.

The backup that ScriptE creates before the import allows you to revert to that pre-import version of your file.

Also, at any time, you can make a backup of your file that will be saved to your backups folder.

We'll come back to the Backups folder later, after we have some backups to work with.



## Deleting a Production Folder

To delete a production folder, touch the little “ScriptE” tab on the folder you want to delete and drag it to the trash can. ScriptE will crumple it up so it will fit into the trash can. After you drop it into the trash can, ScriptE will ask you to confirm the deletion, just to make sure.

Deleting a production folder cannot be undone. Once it goes into the trash can, there is no bringing it back.

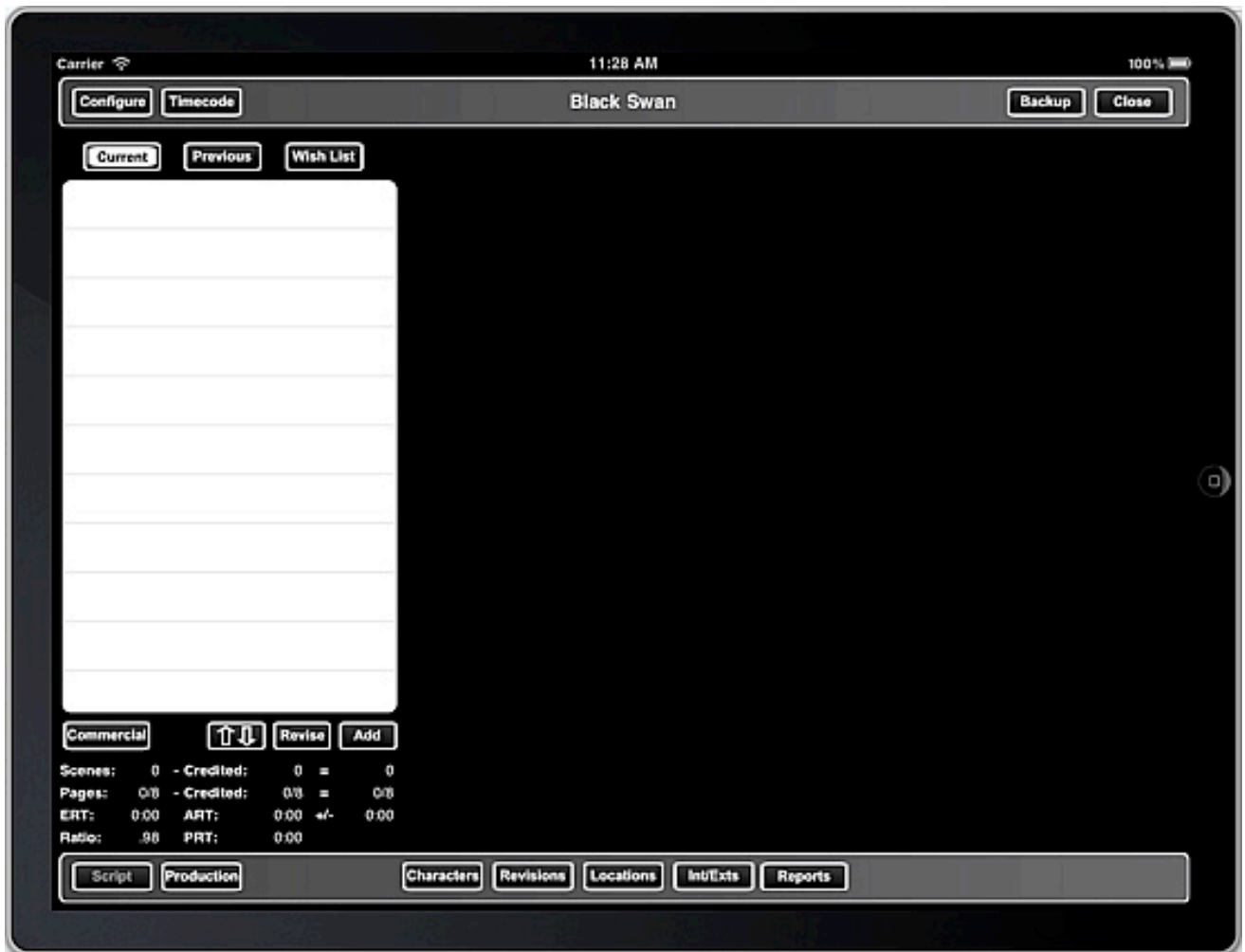


## Opening a Production Folder

You guessed it. Just tap the folder to open the production.

## The Script View

When you open a production folder, the first view you will see is the Script View as shown below.



There are no scenes yet, of course, because we haven't imported a script. Scripts can only be imported if they are in one of two formats: Final Draft 8 file, Avid Export Format (Final Draft 7 or Screenwriter).

If you are working on a commercial that doesn't have a script in the correct format, you can create generic scenes that you can then use to type in the action and dialogue and have something to shoot.

### Commercial Scenes

To add one or more generic scenes to the production, tap the **Commercial** button. You will be prompted to enter the number of scenes you need and a starting scene number as shown here.

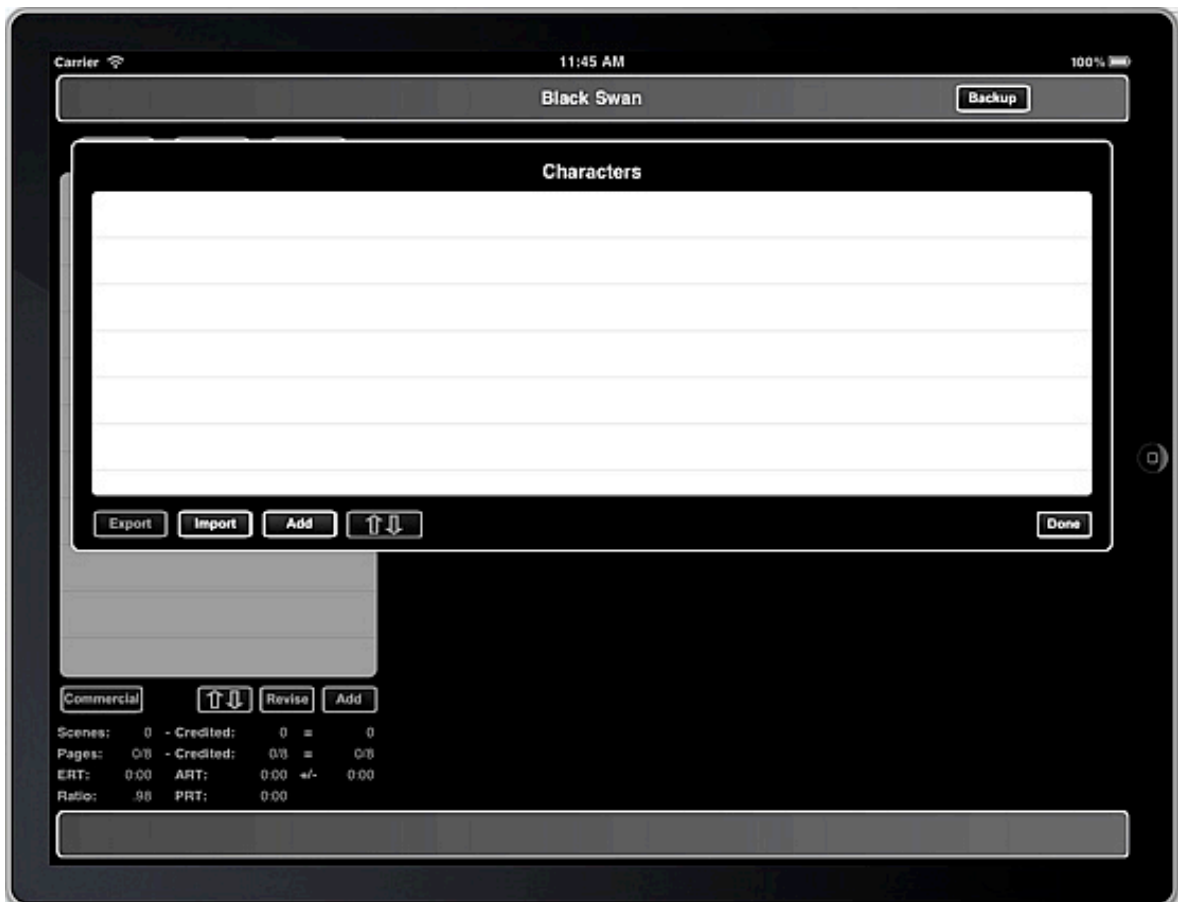
Tap the **Proceed** button to add the scenes.



### Characters

Before you import a script, production will usually have provided you with a character list. If so, you should enter the character list prior to importing a script. If you don't enter the character list first, ScriptE will add the characters that have dialogue in the script and number them in order of appearance.

Tap the **Characters** button at the bottom of the view to display the character list as shown below.



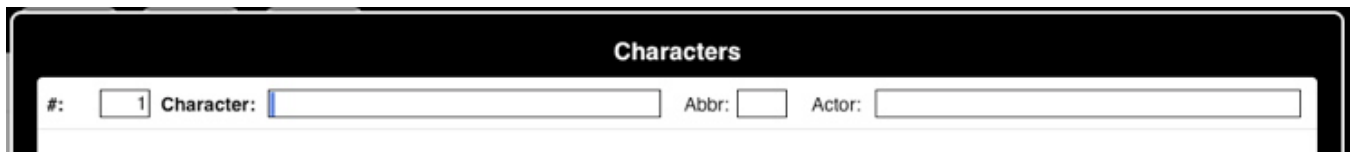
## Export/Import

If you are using ScriptE for episodic television, the main character list will stay the same across episodes. So, to save yourself a lot of typing, you can Export the character list from one production file then import it into the next episode.

Since this is an iPad without a standard file system, ScriptE creates a folder for your exported character lists, from all productions. So, when you Import a character list, a list of all exported character lists will be displayed for you to select from. Be sure to select the correct list.

## Adding Characters

To manually add a character, tap the **Add** button. A blank record (except for the character number which ScriptE will assign) will be added to the list. Type the character's name, and, optionally, a short abbreviation for reference purposes and, again optionally, the actor's name.



The screenshot shows a form titled "Characters" with a black header. Below the header is a white form with four input fields: "#:" containing the number "1", "Character:" (empty), "Abbr:" (empty), and "Actor:" (empty).

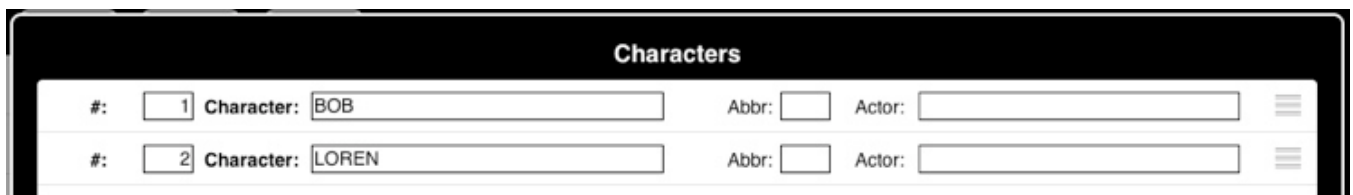
Be sure to use the **Next** button on the keyboard to easily move between fields. Dismiss the keyboard when you are finished.

## Deleting a Character

As in most lists on an iPad, deleting is accomplished with a left swipe on the row you want to delete. A red **Delete** button will appear. Tap it, confirm it, and the record will be deleted.

## Rearrange Characters

If the characters aren't in the correct order, you can rearrange them by tapping the button with the Up and Down pointing arrows. This puts the list into rearrange mode which adds a set of bars at the right side of each row as shown below.



The screenshot shows a list titled "Characters" with a black header. Below the header is a white list with two rows. Each row has four input fields: "#:" containing "1" and "2", "Character:" containing "BOB" and "LOREN", "Abbr:" (empty), and "Actor:" (empty). Small bars are visible on the right side of each row.

Touch the bars and drag the row to the desired position. When you remove your finger, the characters will be renumbered accordingly. Tap the **Done** button to return to normal mode.

Now that you have your character list in place, you are ready to import a script. No need to worry about Locations or Int/Exts at this point. Those lists will be built from the script itself.

## Importing a Script

As mentioned previously, the iPad is not like a desktop or laptop with a hard drive where you can save a file to a folder and select it from some other application. Apps each have their own private space into which other apps can't place files.

But, Apple has provided a way for an app to declare to the iPad that it can handle certain types of files. In the case of ScriptE, that includes Final Draft fdx files and txt (Avid Format) files. The way to get a script into ScriptE is via email. Normally, you would receive the script from production in an email anyway. If you have to lock the pages or create an Avid Format Export file, you'll have to do that on a desktop and email the final script to yourself on your iPad.

### Transfer the Script File

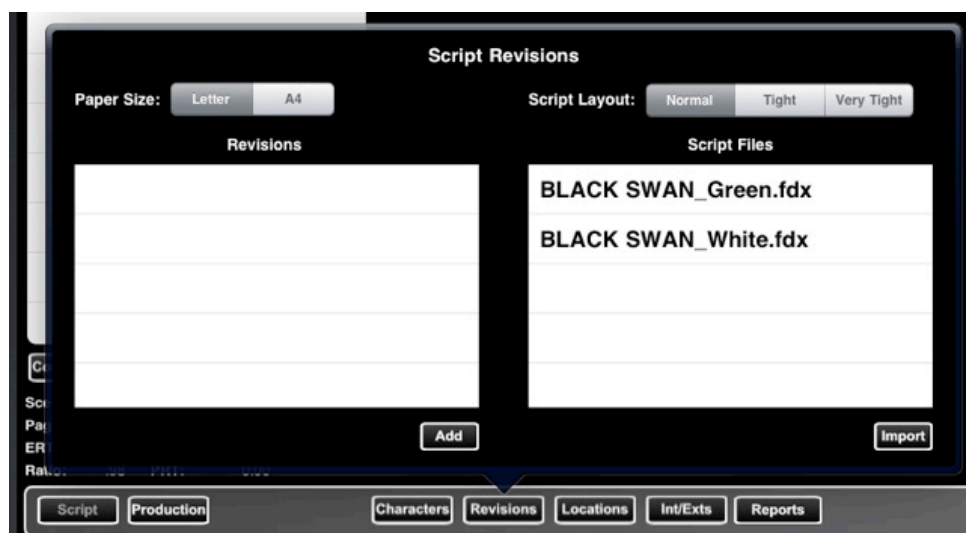
In order for ScriptE to know in which production to save the script file, you must have that production open. A good place to have it open is the Script View with your empty list of scenes. Or, in the case of a revision, with the list of current scenes. The process is the same for an original script or a revision.

Next, switch to Mail on your iPad and find the email with the script attached. Touch and hold your finger on the attachment until a list pops up of the apps that can handle that type of file. ScriptE will likely be the only one but, in case there are multiple apps and ScriptE is not at the top of the list, tap the "Open In..." item in the pop up list. This will open the full list of apps and ScriptE should be in the list as shown here.

Tap ScriptE in the list and the iPad will switch to ScriptE. Back to the Script View.

### Revisions List

Tap the **Revisions** button at the bottom of the view to display the list of Script Revisions and scripts that have been transferred to ScriptE.



If you have just started this production, you won't have any revisions in the list on the left yet. But, you should see the script you just transferred in the list on the right.

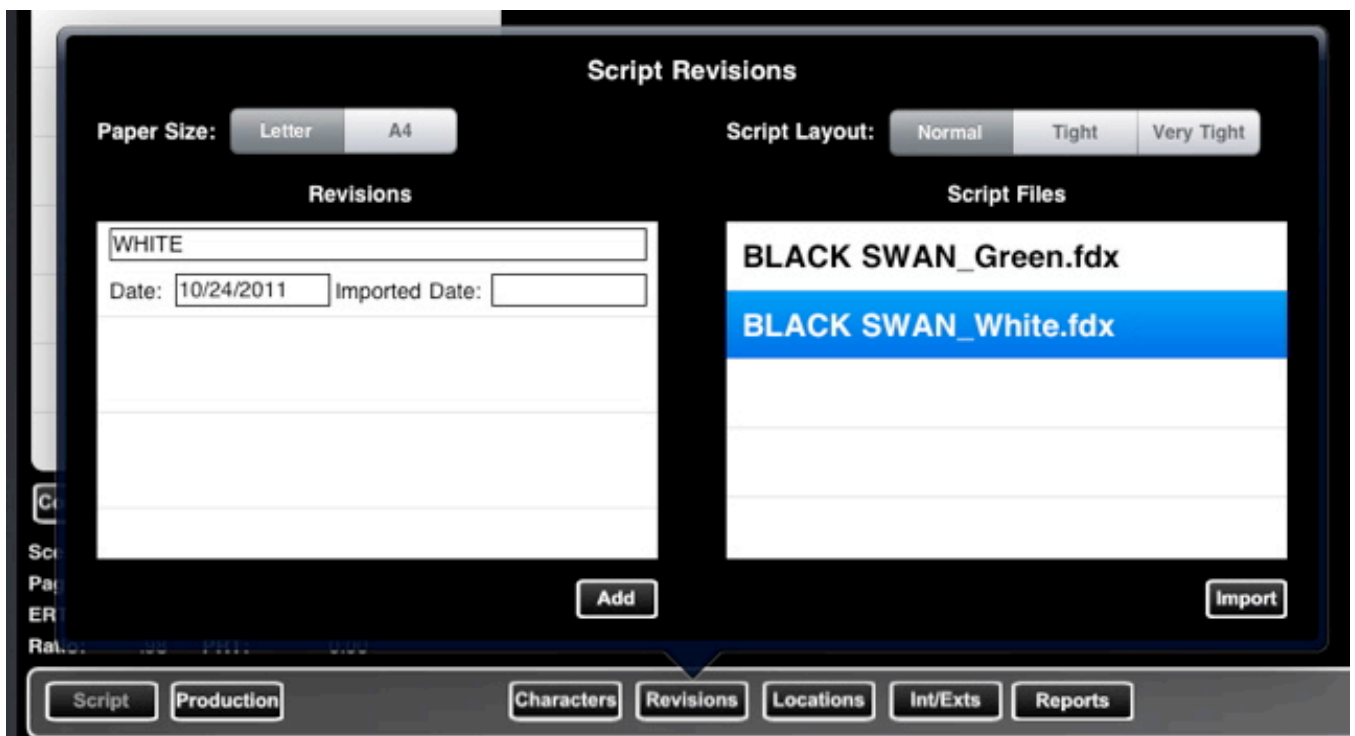
### Add a Revision

To add a revision, tap the **Add** button below the Revisions list. A new revision will be added with a title of "Latest Revision." Change that description to the name of the revision such as "WHITE." You can change the Date of the revision if necessary but the Import Date will be filled in automatically when you import the script.

After filling in the title, dismiss the keyboard.

### Import the Script

Select the version of the script you want to import in the list on the right.



ScriptE keeps a list of all the scripts you have transferred in. After selecting the script in the list, tap the **Import** button and ScriptE will import the script using the first revision that has not yet been imported.

As the script is being imported, each scene, as it is imported, will be displayed so you can see that ScriptE is hard at work.

After the script has been imported, the Script Revisions list will be dismissed and the scenes list will be filled. If you have just imported a revision, you should notice that only the scenes

that were changed in the current revision were affected. If a scene was changed in the current revision, the previous version of the scene is moved into the Previous list so you always have a history of the changes.

Any characters that have dialogue in the script and were not previously added to the characters list are automatically added to the characters list and assigned a character number in the order they were found in the script.

You are now ready to begin your breakdown.

## The Breakdown

To begin the breakdown process, simply tap a scene in the list to reveal the scene details.



A lot of information was filled in when the script was imported such as the page number, act, scene heading, and the script itself. You'll want to focus on the Chronology line and perhaps the ERT (Estimated Running Time) if you are doing a timing. Just tap in a field to bring up the keyboard and change the value. Or, if you see a button, just tap it to select a value from a list. You can fill in all or none of the fields. Use only those that are important to you.

When you imported the script, ScriptE calculated the eighths of a page for each scene with a minimum of one eighth per scene. And, based on the eighths of a page, ScriptE also calculated an estimated running time for each scene.

History has shown that the eighths of a page that ScriptE calculates is very accurate. The estimated running time is simply a starting place for when you begin your breakdown. Your analysis of the scene will help you determine a more accurate estimated running time for each scene.

You can change both. But, remember that ScriptE will always update the eighths of a page when a new revision is imported to ensure accuracy. But, ScriptE will not change the estimated running time for existing scenes.

### Free-form Text Fields

Some of the fields provided are free-form text fields that you can fill in with whatever information you like: Slug, Extras, Set, Effects, Trans (Transitions), Track (Tracking).

The slug is included in the long and short form breakdown reports. Notes for extras, the set, and effects are only included in the long form breakdown.

### Characters

The characters tab shows a list of characters in the scene and whether they are on screen, off screen, or non-speaking characters. The only characters that will be picked up during a script import will be those characters who have dialogue in the scene. If the dialogue is marked as off screen, or voice over, they will be identified as off screen.

### Add a Character

You can add additional characters who are in the scene but may not have dialogue. Click the **Add** button next to the list to add a character. The master list of characters will be displayed. Select the character then identify whether they are ON SCREEN, OFF SCREEN, or NON-SPEAKING by tapping the appropriate section of the bar at the bottom.

When you tap the **Save** button, the character will be added to the scene.

When a revision is imported, any on screen and off screen characters will be replaced by those found in the new version of the scene. So, if you want to add non-speaking characters and don't want them to be deleted with the next revision, be sure to mark them as NON-SPEAKING.

### Delete a Character

Like any other list on an iPad, swipe to the left in the row you want to delete. Then, tap the red **Delete** button and confirm the deletion.

### Wardrobe, Hair, Makeup, Props

When characters are added to a scene whether during a script import or manually, a record is created in each of these sections. There are two types of notes for each character in each of these sections: items, notes.



## items

Items are a list of items, separated by commas, that apply to this character in this scene. For example: black dress, red shoes, overcoat.



These items are automatically added to a pick list for that character. So, when editing the same type of note for the same character in a different scene, the pick list of items for that character is displayed from which you can select items.



As you tap items, they will be added to the Items note for that scene. This saves a lot of typing and serves as a reminder of all of the items for that character, without having to refer to the notes from previous scenes.

You can delete items from the characters pick list with the usual left swipe. The item will only be removed from the pick list. It will not be removed from any notes where it may have been used.

## Notes

This is a free-form note field where you can add anything that cannot be covered by the list of items.

## Shots, WT (Wild Tracks), Ed (Editor Notes), Owe

These tabs aren't used during the breakdown but come into play once shooting starts. The Shots tab shows a list of all shots in which the scene was included and the WT tab shows the list of Wild Tracks. You can view the shot or wild track by tapping a **View Shot** button. Or, you can modify the data for the shot. See the section Takes List later in this document for details.

Editor notes for the scene will later be included in the final report. Owe notes will be included in the Owe report.

## ? Questions

This is a free-form text field where you can log any questions about the scene that you may have as you do your breakdown. A complete list of these notes, or questions, will appear at the end of the Long Form Breakdown Report.

## The Script

When the script is imported, each paragraph within a scene is placed into its own record in the database. This allows for easy linking to camera lines, action notes, and dialog change notes.

Additionally, it provides a means for you to make changes to the script, if necessary. Each paragraph is identified as a Heading, Action, Dialogue, Dual Dialog or a Transition.

You can add new paragraphs by tapping the **Add** button below the script. The script paragraph edit window shown below will be displayed. You can set the page number on which the paragraph appears in the script, identify the type of paragraph it should be, select the character if it is dialog, add a modifier such as "(V.O.)" and type the action or dialog.

When you select Dialog or Dual Dialog, the **Character** button becomes enabled so you can select the character who is speaking. The list will only include those characters who have been added to the scene under the Characters tab.

After entering all the necessary information, tap the **Done** button and the paragraph will be added to the scene.

## Rearrange

You can also rearrange the paragraphs. When you add a new paragraph, it is always added to the end of the scene. You may need to move it to a different location. Tap the button with the up and down arrows to put the script into rearrange mode. Then touch the bars on the right of the paragraph and drag the part to the desired location and release your finger.

When the script paragraphs are in the correct order, tap the **Done** button.

## Modify Existing Paragraph

Just tap a paragraph in the list to put it into the script paragraph editing window and make the changes.

Page Number: 2    Type: **Action**    Dialog    Dual Dialog    Transition

Character: \_\_\_\_\_    Modifier: \_\_\_\_\_

Text:   
Nina sits at the table, a HALF-GRAPEFRUIT placed in front of her, and a neatly arranged row of VITAMINS beside it.

Done

## This Scene Has a Heading in the Script

Sometimes writers will write an action paragraph that describes a shot but isn't a true scene with an INT or EXT and location. But, they will assign it a scene number for shooting purposes. Most scenes will have a proper heading so this box will be checked. If an "action" scene is found during the import, this box will not be checked and the INT/EXT, Location and time of day fields will be disabled in the upper portion of the scene detail view.

Scenes without a heading are identified because they have to be handled a little differently when lining the shot and preparing the Facing and Lined Script report.

## Breakdown Reports

Any time you want to prepare a breakdown report, tap the **Reports** button at the bottom of the Script view. The Script Reports options will be displayed.

**Script Reports**

Long Form Breakdown	Short Form Breakdown	Wish List Scenes
<input checked="" type="checkbox"/> By Scene #	<input type="checkbox"/> By Scene #	<input type="checkbox"/> By Location
<input type="checkbox"/> By Location	<input type="checkbox"/> By Location	<input type="checkbox"/> By Script Day - INT/EXT - Location
<input type="checkbox"/> By Script Day - INT/EXT - Location	<input type="checkbox"/> By Script Day - INT/EXT - Location	<input type="checkbox"/> By Script Date
<input type="checkbox"/> By Script Date	<input type="checkbox"/> By Script Date	<input type="checkbox"/> By INT/EXT - Location
<input type="checkbox"/> By INT/EXT - Location	<input type="checkbox"/> By INT/EXT - Location	
<input checked="" type="checkbox"/> Show Estimated Running Time	<input checked="" type="checkbox"/> Show Estimated Running Time	

Saved Reports      Preview      Save      Email

Just check the appropriate checkbox for the report you would like to produce and how you would like it sorted.

You also have the option to show the estimated running time or not. Perhaps if you are not getting paid for a timing, you'll want to uncheck the box.

### Preview

Previewing reports is just that. The report will be generated for you to review but will not be saved.

### Save

The report is generated and saved in your reports folder then presented for you to review. But, since this is an iPad, you can't just open a Finder window and find the report. So, to see your list of saved reports, tap the **Saved Reports** button.

### Email

The report is generated, saved, then attached to a blank email and displayed where you can add the recipients and a message then send the email.

### Saved Reports

Tapping the **Saved Reports** button displays a list of breakdown reports that you have saved or emailed as shown below.



Each report file name includes the date and time it was generated so you can tell which is the most current. From here you can select one or more reports from the list and preview or email them.

You can also delete reports from the list using the standard left swipe.

## The Production View

Tapping the **Production** button takes you to the Production View. This view works much like the Script View in that it presents a list of shoot days on the left and, when you select a shoot day in the list, it presents the shoot day details on the right.

### Participants

You can add one or more participants to the production and identify which reports and other notifications each participant should receive. Tap the **Participants** button to display the list of participants as shown below.

The screenshot shows the 'Participants' form with the following details:

- Name:** Bob McFarlane
- Type:** Script Supervisor
- Title:** Script Supervisor
- Phone:** (empty)
- Cell:** (empty)
- Email:** techsupport@scriptesystems.com
- Notifications (checked):** 1st Shot, 1st Shot After Lunch, Progress Report, ScriptE File, Lined Script, Editor Log, TC Log.
- Notifications (unchecked):** Camera Wrap, Lunch Report, Editor Log Red, TC w/Photos, Coverage, Clip Bin.

Buttons at the bottom: Export, Import, Add, Done.

You should at least add yourself as the Script Supervisor. That way, your name and information will appear in the footing of the appropriate reports.

To add a new participant, tap the **Add** button. A blank record will be added to the list. Fill in the appropriate information and select the appropriate notifications and reports.

You must also identify the participant type. Tap the **Type** button and select the appropriate type from the pop up list. The Director, Producers, Editor, and DP's names will be listed in the heading of the Progress Reports.

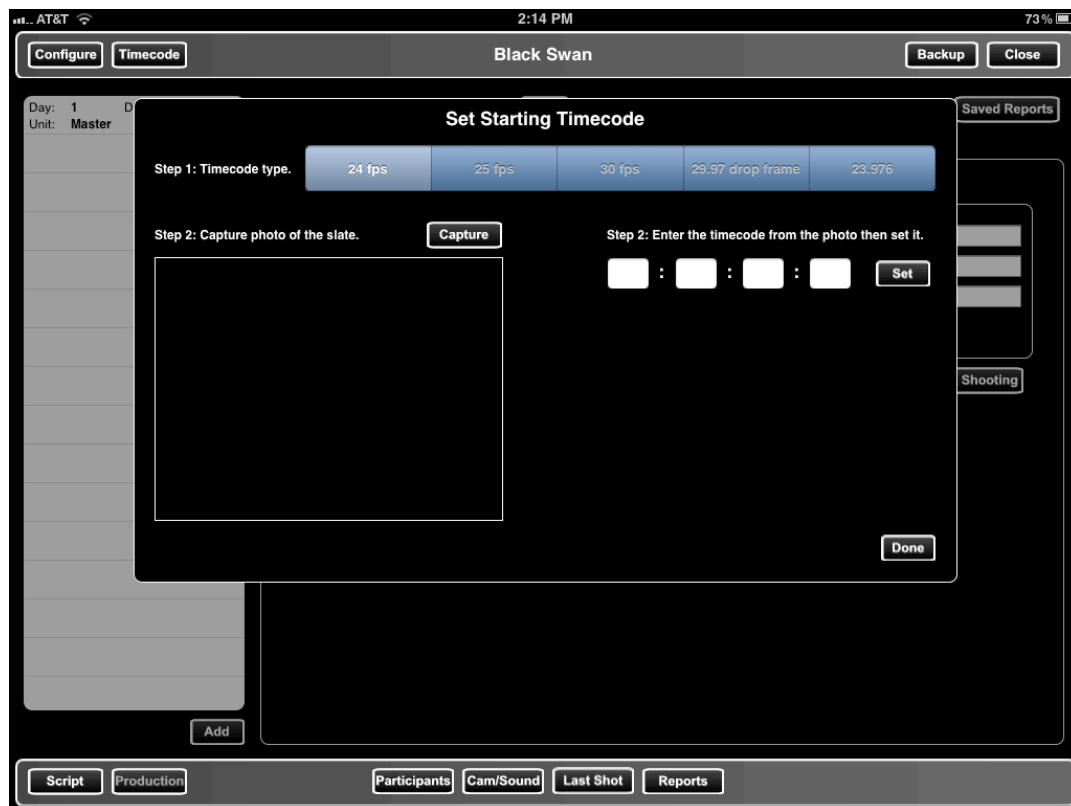
The 1st Shot, 1st Shot After Lunch, and Camera Wrap are automatic notification emails that will be sent when that particular action occurs during the shoot day. The other items are reports except for the ScriptE File which is a backup of your production file and the Clip Bin file which is a file that can be used with an Avid editor.

## Export/Import

If you are working on an episodic television show, you can create your participant list in the first episode then export that list and import it into the file for subsequent episodes. On the iPad, all the files you export, no matter which production file they were exported from, all go into the same folder. So, when you import a file, be sure to select the correct file you want to import.

## Timecode

To setup your iPad to log timecode, tap the **Timecode** button at the top left of the view. The timecode setup view will be displayed as shown below.



Select the appropriate type of timecode in the segmented bar at the top. Then, arrange for someone to hold the slate for and use the **Capture** button to capture a photo of the slate. This will lock in the moment the photo was taken and the timecode at that moment.

Next, type the timecode from the image into the boxes on the right then tap the **Set** button. You will be notified that the timecode has been set and the letters in the **Timecode** button will be displayed in red. Any shots you log will now include timecode in and timecode out.

## Add a Shoot Day

For a new production, the first thing to do is add a new shoot day by tapping the **Add** button at the bottom of the list. The shoot day is added with the Time tab selected so you can enter the Crew Call time and start shooting.



Type the Crew Call time and tap the **Done** button on the keyboard to dismiss it. At this point there are not yet any slates, scenes shot, setups, or wild tracks. Those lists are populated as you log shots.

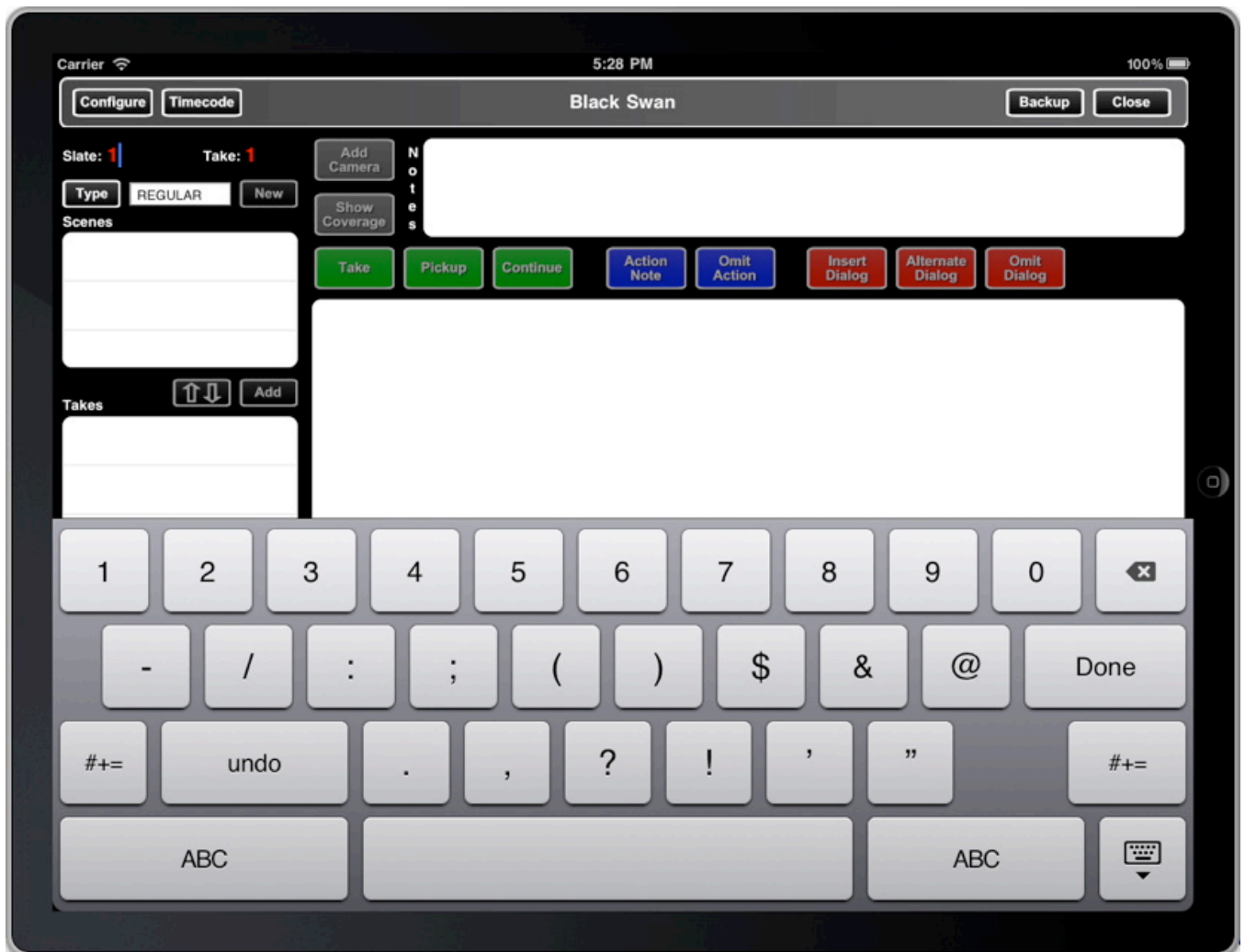
## Start Shooting

Tap the **Start Shooting** button to save the crew call time and open the Shot View. We'll come back to the Production View later, after we have some shots logged.



## Shot View

When you “Start Shooting” on a brand new production, the shot view will be displayed and slate number one will be entered. If you have already logged one or more shots, the slate will be the next calculated slate based on the last shot that was logged.



If the slate is incorrect, just change it then tap the **Done** button on the keyboard.

### Adding Scene(s)

The next step in setting up a shot is to select the scene or scenes that will be included in the shot. Tap the **Add** button below the scenes list and a list of all the scenes in the script will be displayed.

Tap a scene in the list to add it to the shot. Tap any additional scenes that should also be included in the shot. Tap outside the pop up to dismiss it (this is standard iPad behavior for dismissing pop ups).

### Rearrange Scenes

If you have more than one scene in the shot and you need to change the order in which they appear, tap the button with the up and down arrows. This will put the list into edit mode where you can use the drag bars at the right side of a row to move it to a new location.

Tap the **Done** button when you are finished rearranging the scenes.

### Adding Cameras

The final step before you are ready to log a shot is to add one or more cameras to the shot. Tap the **Add Camera** button to add a camera.

The first unused camera type from your master camera types list will be added to the shot. In most cases, camera A.

Tap the button again to add as many cameras as are needed for the shot. As each camera is added, a camera line tube is added to the script section of the view.



## Changing the Camera Type

If the default camera type is not correct, you can change it by tapping the flag at the top of the tube where the camera type appears.

The screenshot shows the 'Camera for Slate: 1' interface. At the top right, it says 'Shoot Day: 1 - Master'. The interface includes several input fields and buttons:
 

- Camera:** A button labeled 'Camera' followed by a dropdown menu showing 'B'.
- Camera Roll:** An empty input field.
- Sound Roll:** An input field containing '0'.
- Clip #:** An empty input field.
- Setup:** A button followed by a dropdown menu showing '2'.
- Mode:** An empty input field.
- Shot Look:** An empty input field.
- Editor Desc:** An empty input field with a 'Copy' button to its right.
- Shot Desc:** A large empty text area.
- Frame Rate:** An empty input field.
- Shutter:** A button.
- Lens:** An empty input field.
- Filter:** An empty input field.
- F or T Stop:** An empty input field.
- Lens Height:** An empty input field.
- Distance:** An empty input field.
- Effects / Processing Notes:** A large empty text area.
- Delete:** A button at the bottom left.
- Done:** A button at the bottom right.

To change the camera type, tap the **Camera** button in the upper left corner and select the correct camera type from the pop up list.

## On-Deck Circle

Other than the camera type and the setup, all the other information shown in this view is information that will be applied to takes that are rolled after this information is entered or changed. Changes made in this view will not affect takes you have already rolled. Just like in baseball, the player in the on-deck circle, hasn't hit yet. The bat he or she has selected hasn't been used to get a hit yet and doesn't affect batters who have already stepped up to the plate.

In other words, if you have already rolled three takes with a lens setting of 110 and you change the lens to 55 after take three, takes one through three won't be changed. When you roll take four, the lens setting of 55 will be applied to take four and all subsequent takes for this shot.

So, if you have this information available prior to rolling takes, you will save yourself data entry if you enter it here prior to rolling any takes. But, if you don't have it and have to enter it after

the takes have rolled, you can do that too. Making those changes is described later in this user guide.

### Delete a Camera From the Shot

To remove a camera from the shot, tap the camera type identifier flag at the top of the tube so the view shown above opens. Then, tap the **Delete** button, confirm the deletion, and the tube will be removed. Move the script up or down to refresh.

## Lining the Shot

To draw a line for a particular camera, simply tap in the camera tube at the point where you want the line to start. The camera line part selector will be displayed as shown below.



If no camera line parts have been added, the selection is limited as shown above. Many of the buttons are disabled. You must first establish a baseline for the line by selecting On Camera, Off Camera, or Dirty. Once you have done that, the appropriate buttons will be enabled.

Bear in mind that the Wild Track Starts Here button will only be enabled for a Wild Track. And, the Eyeline buttons are only enabled when you have clicked in the tube next to dialog.

You can verify that you tapped in the tube where you intended to because the paragraph from the script is displayed in the box at the top.

You can also indicate a specific point in the script where the line or line indicator should start, rather than just at the beginning of the paragraph. Tap in the box at the location where the line should start and little red asterisk will appear at that point.



## Dialog

If you tap next to a block of dialog to indicate that it was performed off camera or dirty (the actor's mouth was off camera), and you select On Camera, Off Camera, or Dirty, and the character has additional dialog later in the shot, you will be asked if you would like to use the same line type for the remainder of that character's dialog.

If you click Yes, that line type will be repeated for all the remaining dialog for that character so you don't have to draw it for every block of dialog.

## Undo and Redo

If you add a line part then realize you started it in the wrong place or want to remove it, tap the tube and tap the **Undo** button in the lower right corner of the camera line part selector popup. You can tap undo and continue to undo back to the point when the shot was loaded.

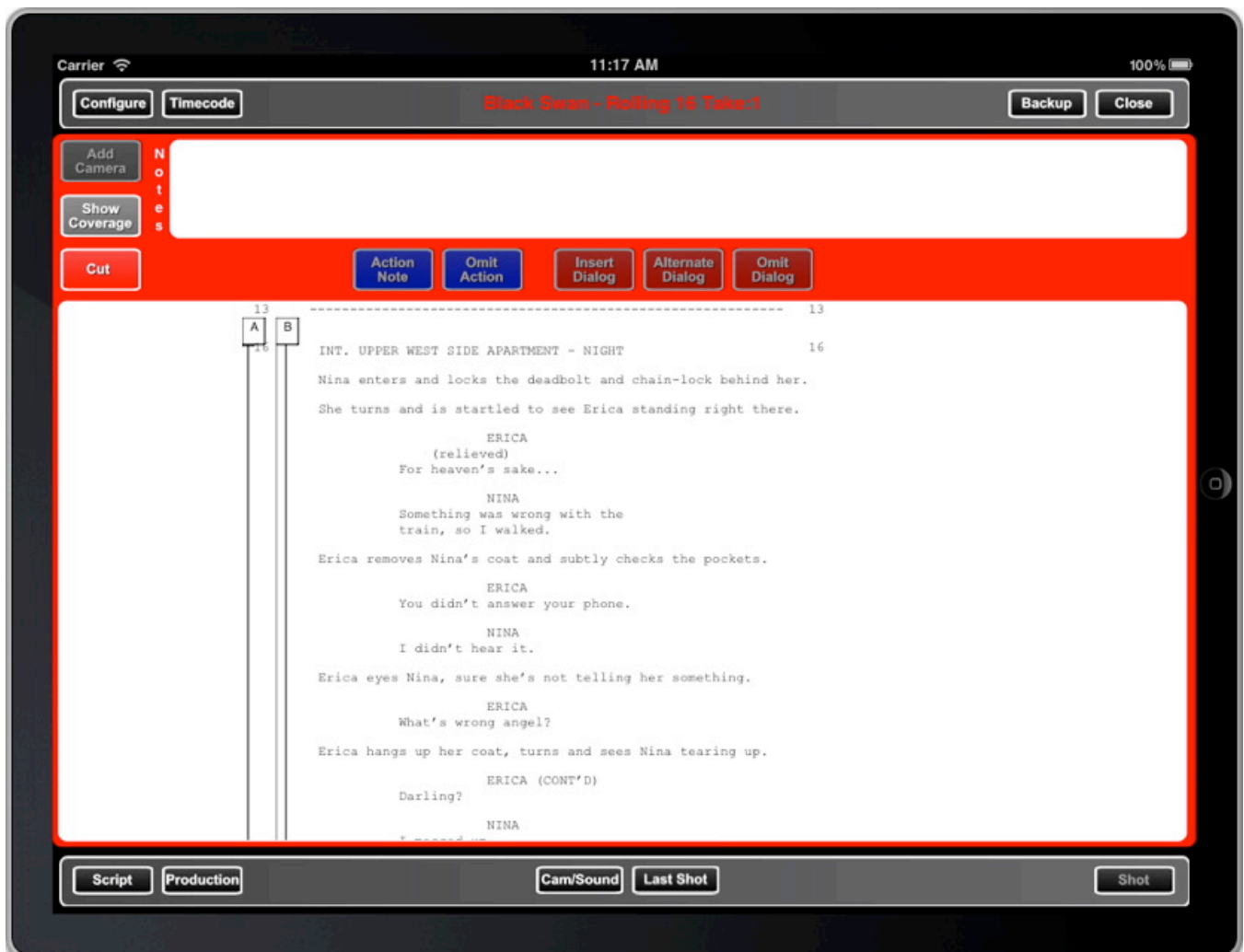
Of course, if you undo a line selection then change your mind, you can use the **Redo** button to put it back.

## Rolling Takes

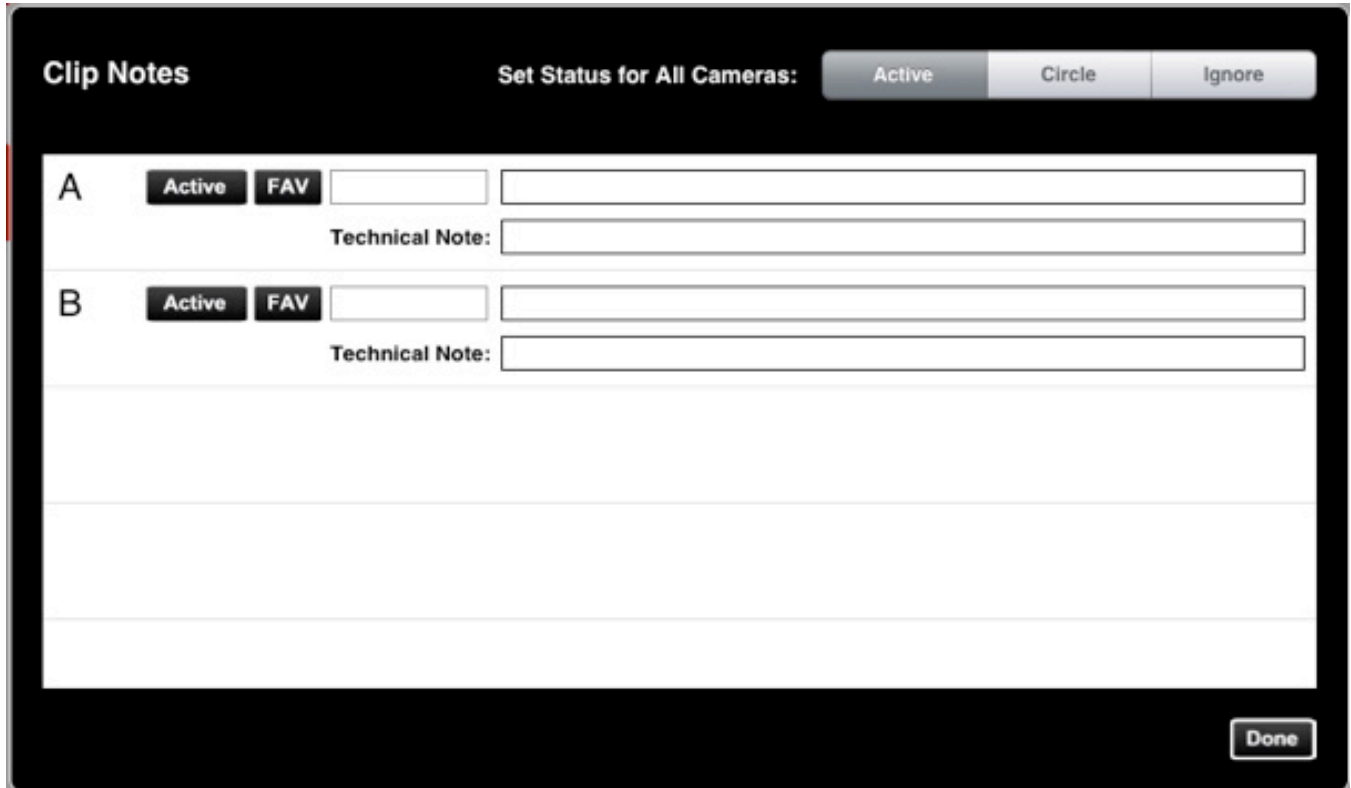
Now that you have one or more scenes and one or more cameras in the shot, you are ready to roll takes.

One point of clarification first. Each time you roll a take, you are really recording a clip. In fact, a clip is recorded for each camera in the shot. The director may keep the camera rolling during a take and have an actor repeat one or more of their lines several different ways. By using the **Continue** button, you can create multiple clips within a single take, each with its own start and end date/time and timecode in and out, if you have set up timecode. You can also record notes and comments for each of these clips and mark them individually as circles or not.

Tap the **Take** button to start a new take. Of course, if you just set up the shot, it will roll for take one. The shot view will turn red to let you know that you are rolling and will be reconfigured to show more of the script section.



Tap the **Cut** button to end the take. The Clip Notes view will be presented so you can make notes and mark circle takes.



### Circle

You can mark an individual camera as a circle or all cameras in the shot. If you want to mark all cameras as a circle take, tap the Circle section of the selector bar at the top of the view.

If you want to mark an individual camera as a circle take, tap the black, **Active** button next to the camera letter. Tapping it once will change it from Active to Circle. Tapping it again will change it from Circle to Ignore. And, tapping it again will change it to Active. Active means this is a take (clip) we want to keep but it is not a circle take. Ignore means we don't even want to see the notes for this take.

### FAV

Tap the **FAV** button to select an abbreviation from a pick list that you can configure to sum up the quality of the take. The selection will be displayed in the box next to the **FAV** button.

### Notes

Next to the FAV box is a place where you can type a director note or comment about the take. And below that is a place for a more technical note that will get passed along to the editor.

If things are happening quickly on set and you don't have time to make the notes now or indicate circle takes, you can do it later. In any case, tap the **Done** button to close the Clip Notes view.

## Takes List

In middle of the shot view on the left is the Takes list. This lists the individual clips for this shot. If you have marked a clip as a circle, it will be displayed green. To modify or enter information for a specific clip, tap it in the list and the Clip details view will be displayed.

Slate: 16   Camera: A   Take: 2   Run: 1 of 1   Shoot Day: 1 - Master

Shot Type: REGULAR   Take Type: Regular   Take Complete:

Mode:   Shot Look:   Setup: 1

Editor Desc:   Copy

Shot Desc:

Frame Rate:   Shutter:   Lens:   Filter:   F or T Stop:

Lens Height:   Distance:

Effects / Processing

Circle   FAV   BSF

Technical Note:

Camera Roll:   Sound Roll: 0   Clip #:   Timecode In:

Running Time: 00 : 06   Start: 11/11/2011 11:39:58   End: 11/11/2011 11:40:04   Timecode Out:

Done

The top of the view shows which clip you are working on. In the sample shown, we are working on take 1 for camera A. And, specifically, run 1 of 1 for take 2. Had we used the **Continue** button to roll multiple clips within a take, we may be working on run 2 of 2 or clip 2 of 2.



## Camera Information

The Mode and Setup apply to the camera, not to the specific take/clip. So, if you change the Mode or Setup, the change will be applied to all takes. All other information from this point down in the view applies to the specific take/clip.

If the information, such as the lens, is the same for all takes/clips, be sure to make the change to take 1. If you make the change to take 1, the change will carry down through all the takes for the same camera. If you change something in a take other than take 1, ScriptE assumes there is something unique about that particular take/clip and creates a new record to store the information and the change won't affect any other take.

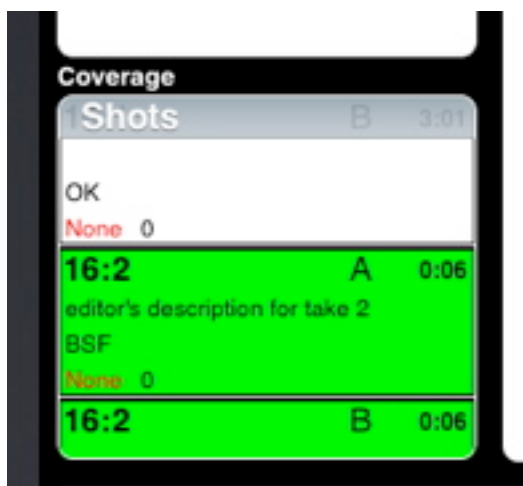
If you change something in a take other than take 1, thus creating a unique record for that clip, then make a change in take 1, and the value in all subsequent takes is the same as the original value in take 1, all subsequent takes will be updated with the new value. In other words, if you've set the lens for take 2 to 55 but left the frame rate blank then enter a frame rate in take 1 and the frame rate in take 1 was blank, then all takes with a blank frame rate will be updated with the new value. Even the unique record created for take 2.

## New Slate

Tap the **New** button to start a new slate. ScriptE will calculate the next slate number but you can change it, if necessary. Tap the **Done** button on the keyboard to finalize the slate. The cameras will be removed but the scenes will remain. Add your cameras and roll takes for the shot.

## Coverage

All previous takes/clips for the same scene or scenes will be displayed in the Coverage list. The sample shows Slate 16, take 2 in green because we marked it as a circle.



And you can modify the information for these clips by tapping the clip in the list. The same detail view as described above is displayed for these clips so you can make the necessary modifications. Modifying the coverage clips follows the same rules as described above.

### Show Coverage

Tap the **Show Coverage** button to overlay the camera lines from previous shots onto the Script view. Tap the button again to remove the overlay.

## Action Notes

You can record two types of Action Notes that will appear in the left margin of the script view: action note, omit action.

### Action Note

An action note can be attached to any type of script part such as action or dialog. If you tap in an action paragraph or dialog the cursor will appear at that point and the **Action Note** button will be enabled.

You can also double-tap to select words and use the pins to adjust the selection. Or, touch, hold and release to pop up the Select/Select All buttons. The selection of words and phrases is all iPad functionality and is standard for all apps on the iPad.

After indicating the point, word or phrase to which the note applies, tap the **Action Note** button. A box will pop up where you can type your note. After typing the note, tap Done on the keyboard and the box will be removed and the action note added.

If you don't want to type the note at that time, just tap the **Done** button on the keyboard. You can always add or modify the note later.

### Applying the Note to Takes

When an action note is added in the first take for a particular scene, the slate and take is not shown in the action note. And, the note is displayed with a unique color that you can configure. Notes added before or during the first take act as a kind of baseline for the desired action.

When notes are added for takes other than the first take, the specific slate and take is shown in the note. Then the note can be applied to additional takes by tapping in the upper half of the note. For example, you added a note during take 2 and the same action applied in take 3. Rather than having to retype the note, just tap in the upper half of the note and it will be applied to take 3.

### Modifying a Note

Tap in the lower half of the note to make modifications. The view shown below will be displayed where you can make the necessary changes.



You can delete the note by tapping the **Delete** button and confirming the deletion.

The “On” line indicates the point in the script that was selected when the note was created.

The “Note” box is where you can modify your note.

The takes list shows all slates/takes in which the scene was included. The takes to which the note applies are highlighted in green. To apply the note to additional takes, tap the appropriate take in the list. Or, tap a selected take to remove it from the note. Or, to apply the note to all takes, tap the **Apply All** button.

\* Please ignore the **Modify** button. Hiding the button was an oversight in the original release of ScriptE for iPad and is there for a future modification.

Just tap outside this view to close it.

### Omit Action

You can also indicate that a bit of action was omitted. Select the word or phrase of action in an action paragraph of the script then tap the Omit Action button.

A note indicating that the action was omitted will be added to the left margin. There is nothing to type when you omit action because you are simply indicating that it was omitted, not changed.

Follow the directions in the previous section for modifying the omitted action note.

## Dialog Changes

You can record three types of dialog change notes: Inserted Dialog, Alternate Dialog, and Omitted Dialog

### Inserted Dialog

Inserted dialog indicates that a character said something that wasn't scripted. This can occur in the middle of an action paragraph or in the middle of another character's dialog.

To add an inserted dialog note, tap in the script where the character's new line happened then tap the **Insert Dialog** button.

A list of the characters in the scene will pop up where you can select the character who is speaking. If you tapped in a block of dialog, the character list will not include the character who is speaking in the dialog you selected. Tap outside the pop up to dismiss it and cancel the action of adding the inserted dialog note.

After selecting the character, a blank box will pop up where you can type the new dialog. If you want to type it later, just press Done on the keyboard. If you do not tap Done on the keyboard, but tap outside the pop up, the pop up will be dismissed and the action of adding the Inserted Dialog will be cancelled.

After you tap Done on the keyboard, an Inserted Dialog note will be added to the right margin.

Dialog notes are displayed a little differently than action notes since there is more room to the right of the script. The left half of the note will display the new dialog while the right half displays the take and other information about where the note is linked.

When you tap the left side of an inserted dialog note to make modifications, the pop up shown below will be displayed.

The screenshot shows a pop-up form titled "Select The Word Where The Dialog Was Inserted". At the top, there is a "Delete" button on the left and a "Modify" button on the right. Below the title is a text box containing the text "You didn't answer your phone.". Underneath this is a text field labeled "Insert At:" with the word "answer" entered. Below the "Insert At:" field are three columns: "Character:", "New Dialogue:", and "Takes:". The "Character:" column has a list with "ERICA" and "NINA", where "NINA" is highlighted in green. The "New Dialogue:" column has a text box containing "Did too.". The "Takes:" column has a list with "16: 1", "16: 2", "16: 3", and "16A: 1", where "16A: 1" is highlighted in green. An "Apply All" button is located to the right of the "Takes:" list.

You can change the character who spoke by tapping the appropriate character in the list on the left. You can type the new dialog in the box in the center. And, like with action notes, you can select the correct takes to which the new dialog applies.

The **Modify** button allows you to physically modify the script by splitting the action paragraph or dialog paragraph into two separate paragraphs, and inserting this new dialog between them. You should only do this if you have been directed to do so by the writers or director as it does change the actual script.

Modifying the script is a two step process. Tap the **Modify** button to begin the process. A large warning message will be displayed. Read it and know that this change cannot be undone then tap the **OK** button. At this point, you should be sure the correct character is selected and the new dialog is correct. If so, tap the **Save** button to complete the process.

The script will be modified and an Omitted Dialog note will be added for all the takes that were not marked indicating that this new dialog wasn't spoken in those particular takes.

## Alternate Dialog

Alternate dialog is when an actor says something different than what was scripted. Maybe they changed a word or two or the entire block of dialog.

To add an alternate dialog note, select the word or phrase of dialog that was spoken differently then tap the **Alternate Dialog** button. One hint. If you double-tap the character's name over the dialog, the entire paragraph of dialog will be selected for you.

When you tap the **Alternate Dialog** button, an empty box will pop up where you can enter what the character actually said. If you want to type it later, tap the **Done** button on the keyboard. If you changed your mind and don't want to add the note, tap outside the pop up.

After you tap the **Done** button on the keyboard, the alternate dialog note will be added to the right margin.

To modify your alternate dialog note, tap in the left half of the note in the margin. The pop up shown below will be displayed.

The screenshot shows a dark-themed dialog box titled "Highlight The Word(s) That Were Changed". At the top left is a "Delete" button, and at the top right is a "Modify" button. In the center is a white text box containing the text "Something was wrong with the train, so I walked." Below this is a "From:" label followed by a white text field containing the same text. To the left of the "Takes:" section is a "New Dialogue:" label followed by a white text box containing "I ran the whole way." To the right of the "Takes:" label is a "Takes:" label and an "Apply All" button. Below the "Takes:" label is a list of time codes: "16: 1", "16: 2", "16: 3", and "16A: 1". The "16A: 1" item is highlighted in green.

See the instructions for modifying inserted dialog notes for making changes here.

## Omitted Dialog

Omitted dialog is similar to omitted action in that the character simply didn't say part of their dialog.

To add an omitted dialog note, select the word or phrase that they left out then tap the **Omit Dialog** button. An omitted dialog note will be added to the right margin. There is nothing to type since the dialog was simply omitted.

To modify the omitted dialog note, tap in the left half of the note in the margin and the pop up shown below will be displayed.

Select The Word(s) That Were Omitted

Delete

your phone.

Modify

Omitted: phone

Takes:

16: 1

16: 2

16: 3

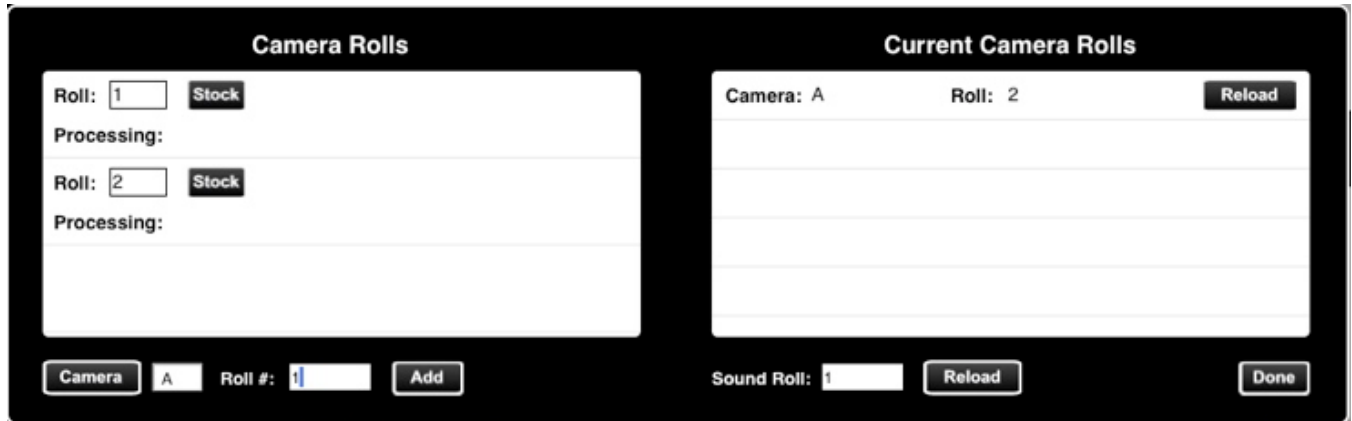
16A: 1

Apply All

Follow the instructions above to make changes.

## Camera and Sound Rolls

While in the Shot view or in the Production view where you see the results of a particular day of shooting, you can “reload” the cameras and sound. Tap the **Cam/Sound** button at the bottom of the view and the Camera/Sound Reload view will be displayed as shown below.



The camera rolls that have been used are shown on the left. The current camera roll for each camera type that has been used during the shoot is shown in the list on the right.

If you use this view at the start of the shoot to preload the camera rolls for each camera type, the lists will be blank. To add a camera roll for a particular camera type, first tap the **Camera** button in the lower left and select the camera body from the pop up list. Then, type in the roll # and tap the **Add** button. The camera roll will be added to the list on the left and that roll will also be set for the selected camera body as the current camera roll.

Be sure to type the Roll # as you want it to appear in shots and reports. For example, “A1” if you want the letter to be included.

To reload a particular camera, simply tap the **Reload** button for that camera body in the list on the right. The roll number will be incremented, the new roll created in the list on the left and the new roll will be set as the current roll.

You can also type in the starting Sound Roll. Then, when you tap the **Reload** button for the sound roll, the number you started with will be incremented by one.

## Last Shot

The **Last Shot** button will open the shot view for the last shot that was logged. If you are viewing a previous shot and need to quickly return to the last or current shot, tap the **Last Shot** button.



## End of Day Review and Reports

After you complete shooting for the day, you can review your information in the Production view.

### Slates

All of your shots/takes/clips for the day are listed under the Slates tab. If the shoot day details aren't visible, tap the appropriate shoot day in the list on the left.



This is also the place you can go to look up a particular shot and open that shot in the Shot View. Tap the **View Shot** button for the particular shot you want to open.

To modify the data for a particular clip, tap anywhere in that row except on the **View Shot** button to open the Complete Clip Details View. Please refer to the section of this document called "Takes List" for detailed information about changing information for takes/clips.

## Scenes

The list of all the scenes that were included in shots for the selected shoot day are displayed under the Scenes tab as shown below.



Since the scene in this list is white, that means that it has not been credited. If it has been partially credited, it will be shown in yellow. If it has been fully credited, it will be shown in green.

## Crediting a Scene

A scene can be credited here by tapping the **Credit** button. Or, a scene can also be credited by tapping the **1/8ths Credited** button in the Scene View. But, the process is the same so we'll deal with it here.

Tapping the **Credit** button displays the scene credits as shown below.

**Credit Scene**

Scripted Eighths: 4 Pages: 4/8 Estimated Running Time: 0:30

**Credit History**

Shoot Day	Eighths Credited	Pages Credited	Seconds Credited	Time Credited

Total to Date Eighths: 0 Pages: 0/8 Seconds: 0 Time: 0:00

Remaining Eighths: 4 Pages: 4/8 Seconds: 30 Time: 0:30

**Credit Eighths/Time**

Day 1 - Main Eighths: 4 Pages: 4/8 Seconds: 30 Time: 00 : 30

Add

Scene is fully credited on shoot day: Done

Across the top of the view is the scripted eighths and estimated running time so you know the total that needs to be credited.

The list shows the Credit History. If you partially credit scenes, each partial credit will be listed. Otherwise, if you simply fully credit a scene, there should only be one entry in the list. If you do partially credit scenes and want the partials to be included in the Progress Report totals, be sure to check that option when running a Progress Report. More on reports later.

Inside the box is where you enter the eighths and running time you want to credit for the current shoot day. First, be sure the correct shoot day is shown. In this case 1 - Main is shown. It includes the word Main for the Main Unit as we prepare to offer the ability for multi-unit shoots in the future. To change the shoot day, tap the **Day** button and select the correct shoot day from the pop up list.

The balance of eighths and running time to be credited will be filled in automatically. If you want to partially credit the scene, change the values then click the **Add** button to add the information to the Credit History.

If you have now credited all of the eighths, you will be prompted as to whether you want to consider the scene fully credited. Tap Yes to fully credit the scene. The shoot day will be added next to the last line in the view. And, a new **Day** button will be displayed if you want to fully credit the scene for a different shoot day.

When you are finished crediting the scene, tap the **Done** button.

If you have fully credited the scene, the scene will be green in the list.

### Setups

The setups simply shows you the list of setups for the day. There is nothing to change here.

### Wild Tracks

Much like the Slates tab, this is a list of the wild tracks recorded for the day. Follow the instructions in the Takes List section for modifying wild track information.

### Notes

You can enter notes about the Weather or Production Notes that will appear in the progress report. Or, you can enter private On Set Notes that are not included in any reports.

### Time

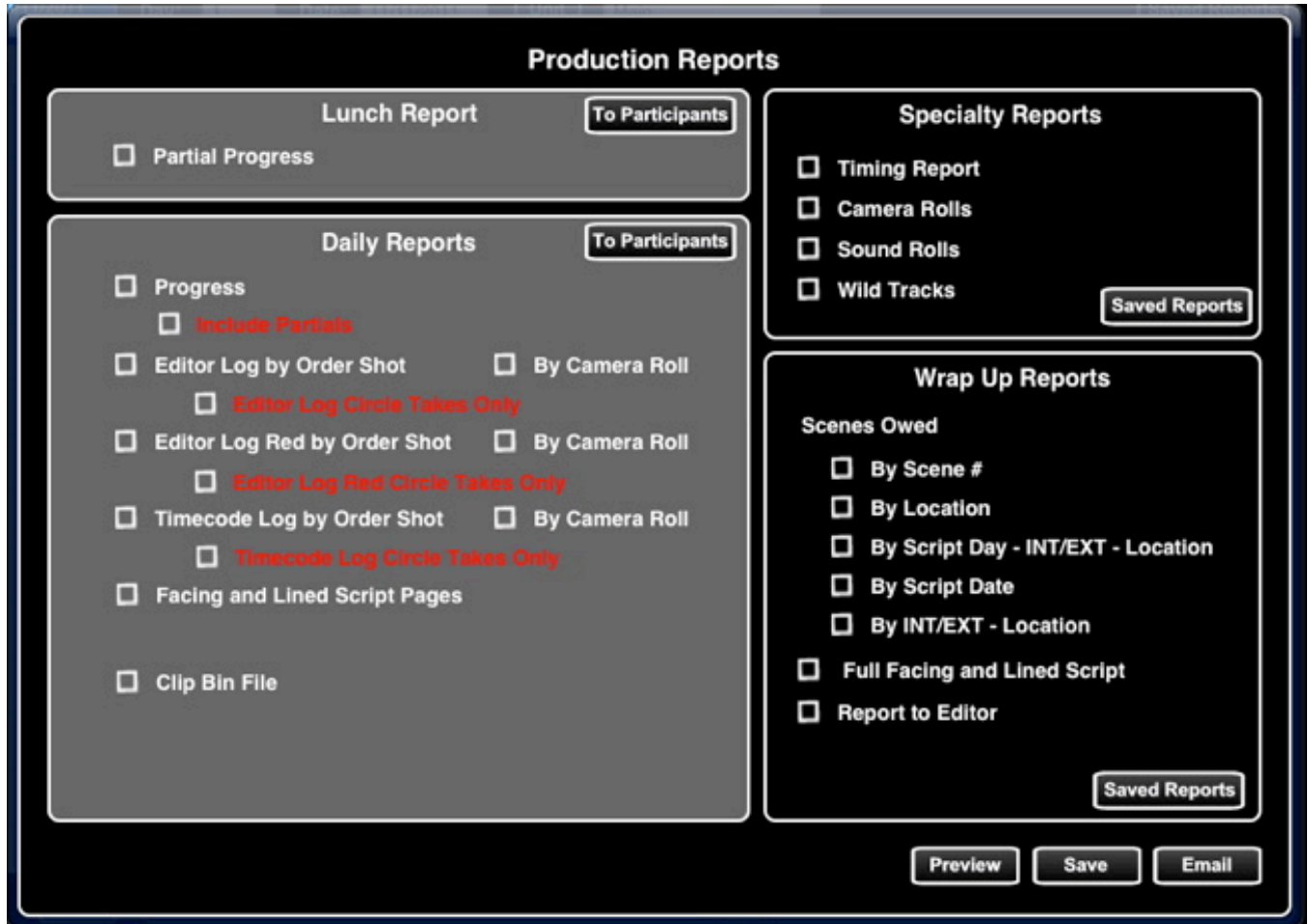
Finally, under the Time tab, you can fill in the wrap time for the day.

Start of Day	Lunch	Dinner	Wrap
Crew Call: 8:00	Out:	Out:	Camera:
	Duration: 0	Duration: 0	Sound:
	In:	In:	Script:
First Shot: 11:17:04	First Shot:	First Shot:	

During the course of the shoot day, the First Shot time will be plugged in automatically when you tap the **Take** button for the first shot of that day. And, if any participants have been flagged to receive the 1st shot email, an email will open on your iPad for you to send. The same applies to the First Shot after lunch. When you fill in the Camera Wrap time, and any participants are flagged to receive the Camera Wrap notification, an email will open for you to send.

## Reports

ScriptE includes numerous reports and various ways of previewing, saving, and emailing them. Tap the **Reports** button to open the Production Reports selections view as shown below.



### To Participants

Tapping the first of the **To Participants** button in the Lunch Report section will generate the Partial Progress report, save it and prepare an email with the report attached addressed to the participants who are flagged to receive the Lunch report. The email will be presented for you to send. You do not need to check the checkbox next to the Partial Progress report to use the To Participants functionality.

Tapping the **To Participants** button in the Daily Reports section will prepare all the reports that have been flagged for participants to receive. You do not have to check any of the checkboxes next to the reports. Only those reports that are flagged for one or more participants will be created. The needed reports will be generated, saved, then attached to individual emails for each participant. Then, each email will be displayed in succession for you to send.

### Preview

Check one or more reports in any section then tap the **Preview** button to view each report in succession. Previewed reports are not saved.

### Save

Check one or more reports in any section then tap the **Save** button to preview and save each report. You can then access saved reports later by tapping the **Saved Reports** button in the applicable section of Specialty Reports or Wrap Up Reports. If you select and save one or more reports from the Lunch Report or Daily Reports sections, you can access the Saved Reports from the Shoot Day view for the appropriate shoot day.

### Email

Check one or more reports in any section then tap the **Email** button to have those reports generated, saved, then attached to a single email that is presented to you where you can add recipients and send it.

## Saved Reports

To view a list of saved reports, tap one of the **Saved Reports** buttons and a list similar to the one shown below will be displayed.



You can then select one or more of the reports in the list and Preview or Email them. Tapping Preview will display each report in succession while tapping Email will attach all of the selected reports to an email then display the email for you to add recipients and send.