Breaking down your script in Final Draft 11®

Tagging your script using Final Draft®Tags Mode

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mypocket guide FILM, TV & MEDIA

Introduction

A step-by-step guide to breaking down a script using Final Draft® script writing software.

Before making a preliminary or final schedule, an Assistant-Director or Line Producer needs to break down the script. This work can be done manually by entering, one-by-one, all the identified key elements of each scene into a Movie Magic Scheduling breakdown sheet.

But there is another way to do it, which is much faster and just as precise, allowing the Assistant Director or Line Producer to "take ownership" of the story, which is to executing the task at hand.

This preferred method is to break down the script using the Final Draft® tags feature, then import the tagged information directly into Movie Magic Scheduling. Once completed, sorting the strips and adding your daybreaks will be the two remaining tasks in order to create your first schedule in Movie Magic.

Whether you are a First or Second Assistant-Director or a Line Producer working on a preliminary schedule for budgeting or shooting, this guide written by a seasoned First Assistant-Director is designed for you.

Breakdown Your Script in Final Draft® will explain how to breakdown your script using Final Draft® 11. It will also give you many useful tips to create a very complete breakdown before exporting all your data into Movie Magic Scheduling.

Final Draft® tags mode

The Final Draft® tags mode allows you to break down your script directly in Final Draft® 11.

There are two type of information to be tagged:

- The speaking and non-speaking characters.
- All the other elements (props, costume, animals, vehicles, etc)

Then, depending on what information you need, it's you who decides on how far you want to go in breaking down your script.

If you only need to create a first draft schedule, tagging the characters in each scene is enough.

If you need to create a more detailed schedule, tagging all the other elements is required.

The Final Draft® Tags Mode is now fully incorporated into Final Draft® 11.

If you are using Final Draft® 9 or 10, you need to break down your scenes in the Final Draft® Tagger2 app.

Tagger2 is free and can be downloaded at https://kb.finaldraft.com/s/article/Tagger

Tagger2 will only work if you have activated your license of Final Draft® 9 or 10.

Activating the tags mode

The first step is to activate the Tags Mode:

- **Open your file in Final Draft® 11**
- **Go to Production > Tags Mode**

Tagging the characters

The second step is to detect
and tag all characters

- **Production > Tag All Characters.**

If you do not Tag the Characters, the export will be done without the cast.

Once the Cast has been tagged, it will appear in a blue font in your script.

NATHAN
Nice one Josh...
    (checks his watch)
... oh I have to leg it.

JOSH
See you tomorrow...

You can also visualise the Tags Board which gives a great overview of your characters:

- **Go to Tool > Show Navigator**