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Outside the U.S.: [country code] + 818.955.6300

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support@ep.com
Email is answered within 24 business hours. This is an excellent
method to obtain support when the need is not immediate.

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FSC

2014-11

COMMON FAQS

What is Element Linking?

Element Linking allows you to link one Element to another Element (the Anchor). When the Anchor Element is inserted into a Breakdown Sheet, the corresponding linked Elements will be inserted automatically as well, saving you time and data entry.

Example: If a cast member always appears on screen with props, such as an eye patch, a gun, and a book, you can link those four Elements so that whenever the cast member (Anchor Element) is inserted, the eye patch, gun, and book (Linked Element) are inserted automatically, too.

Best Practice Tip: The above action does not work retroactively. If the linked Element is inserted, the Anchor Element is not inserted automatically. More information about how to use Element Linking is available in the Help section and in the Movie Magic Scheduling 5 Manual.

What is a .FDX file? How do I import one?

With Movie Magic Scheduling 5, you can choose to bring over certain Elements from the scriptwriting program Final Draft to give you a "head start" on populating your Breakdown Sheets. An .FDX file is the native file format of Final Draft 8, so there is no need to export anything.

To import, first open either the schedule that you want to import the .FDX files into or a new schedule from a template. Next, from the File menu, select **Import**. Select the .FDX file you want to import into Movie Magic Scheduling, and click **Import**. Cast, Scene, and Slug line information (as well as other selected Elements) from that .FDX file will now import and populate the corresponding scene on the Breakdown Sheets.

Why is my first page blank after importing an .FDX file?

This is the default Breakdown Sheet that is created when starting from a template. Please delete.

REMEMBER

A free PDF download of the MMS 5 User Manual is available in the Support section of our website at **www.movie-magic.com**. Click inside the Site Search bar on the right-hand side of the page and search for **MM User Manual**. The page will reload with your search results. Click the **Movie Magic Scheduling 5 User Manual** link under **Documents** to download the PDF.

Can I merge my schedules?

No. The system cannot merge schedules, as they contain multiple Elements and duplicate IDs that would cause confusion.

Best Practice Tip: If you are scheduling a multi-episodic show, create a "master schedule" with all of the reoccurring Elements and favorite reports and Strip Layouts. Using one master template as a base and using **Save As** *for episodes will ensure a similar base of information to work from.*

How do I sort strips by Category?

The Sort feature is a quick and easy way to do a rough assemble of your strips to ready them for scheduling. You can choose to sort by INT/EXT, Day, or Night, as well as by Scene, Est. Time, and many other criteria.

From the Stripboard, click on the **Sort** button, located on the Stripboard toolbar. The Sort window will open. Next, click on the **Add** button to add a sort level. Add additional sort levels by clicking the **Add** button and choosing criteria from the drop-down menu. (Delete sort levels by selecting the level you want to delete and clicking the **Remove** button.) Finally, specify the sort parameters by selecting the **Sort By** and **Order** options, and then click **OK**. The sort will occur immediately.

Best Practice Tip: All assigned Daybreaks will be deleted from the active Stripboard upon sorting. We suggest sorting from a duplicate Stripboard for this reason. To create, access the Stripboard Manager and click on the **Duplicate Stripboard** *icon. Name the new Stripboard, click* **OK***, and select it as the new active Stripboard.*

Can I delete a scene from the Stripboard?

Yes. In fact you can select multiple strips on the Stripboard and delete them by pressing the **Delete** key. You will be asked to confirm the deletion because it will delete the associated Breakdown Sheets as well.

What is the Revert feature?

In case a mistake is made, this safeguard allows you to revert the schedule to its state as of the most recent save. The Revert feature can be found under the **File** menu.

MOVIEMAGIC
SCHEDULING 5

QUICK TIPS

Menu Item Name	Shortcut Key
Open Schedule	CMD + O
New Schedule from Template	CMD + N
Save Schedule	CMD + S
Close Schedule	CMD + SHIFT + W
Element Quick Entry	CMD + E
Stripboard Window	CMD + U
Calendar Manager	CMD + L
Find	CMD + F
Find Sheet	CMD + G
Find Scene	CMD + J
Print/View	CMD + P
Exit/Quit Application	CMD + Q

Breakdown Sheet Window

Add Sheet	CMD + B
Go to First Sheet	CMD + 1
Go to Next Sheet	CMD + →
Go to Previous Sheet	CMD + ←
Go to Last Sheet	CMD + 4
Show Element Quick Entry	CMD + E
Show Breakdown Sheet Window	CMD + Y
Red Flag Entry	CMD + K

Stripboard Window

Insert Daybreak	CMD + SHIFT + ,
Insert Banner	CMD + B
Cut Strips	CMD + X
Paste Strips	CMD + V
Sort Strips	CMD + T

MAC® BREAKDOWN SHEET TOOLBAR

Add Sheet	First Sheet	Element Quick Entry
Merge Sheets	Previous Sheet	Element Linking
Duplicate Sheet	Next Sheet	Red Flag
Delete Sheet	Last Sheet	Navigate By
Renumber Sheet	Show Empty Categories	Active Board

Red Flags

You can now add warnings to your schedule to help you avoid conflicts. To add a Red Flag, click the **Red Flag** icon on the Breakdown Sheet. Select the Element(s) that you want the Red Flag to be attached to. Next, select the date(s) that the Red Flag should cover. To select multiple dates, click and drag your cursor across the desired dates. Next, select a Red Flag Category. If you would like to create a more appropriate Red Flag Category, click the **Red Flag Manager** button in the lower left-hand corner of the window and add the Category there. Once this is completed, you have the option of adding a Note to explain the Red Flag further. Click **Add** and the Red Flags are created. Now when you move a strip to a day that has a conflict, a Red Flag will appear to warn you. You can double-click on that Red Flag to take you to the conflict in the Red Flag entry screen.

NOTE: If you do not see a Red Flag where one should be, double-check that your Strip Layout contains a Red Flag Element.

Add Images to the Breakdown Sheet

You can now add Storyboards or other images to your Breakdown Sheet. This can be very helpful with associating pre-visualization with the scene. The easiest way to add an image to your Breakdown Sheet is to double-click a blank area of the **Image** pane on the Breakdown Sheet. This will launch the Image Manager. On the left-hand side you will see a list of the scenes in your schedule. The scene you were working in will be highlighted. Add an image to the scene by simply clicking the **Add** button at the bottom of the window. Browse to the image you want to attach and click **Open**. The image will start importing (this may take a minute). Because the images are stored within the file, they will be compressed so as not to increase the file size significantly. You can add a Note to the image to describe it better if you choose. Now close the Image Manager. Notice there is a thumbnail of the image you imported. When the thumbnail is selected, a larger version of the image is displayed below. To print the images, go to **File > Print/View** and click on the **Images** tab. Choose the options that you want on the report, such as the font size and the information you want printed next to each image. You can leave the **Preferred # of Images Per Page** field blank, and the report will generate as many images per page as will fit. Once your settings are set, click **View** for a print preview or **Print** to print the report.
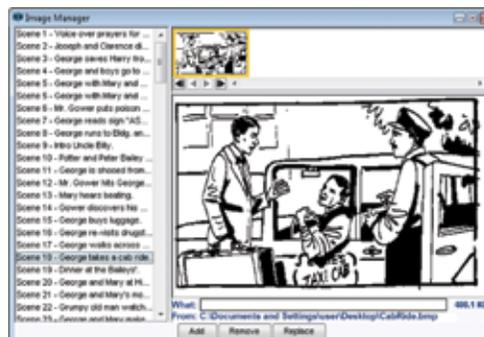
## Directly Inserting Elements into the Breakdown Sheet

Now you can add Elements to the bottom half of the Breakdown Sheet without taking your fingers from the keyboard. When the focus is on the Categories, press **CTRL + I** or **CMD + I** and a cursor will appear. Start typing the Element name and the list filter will update based on what you enter. Highlight the Element with the up and down arrows and press **Enter** to confirm. The cursor will still be there if you want to enter additional Elements. Press **Escape** to exit.

Boneyard

The Unscheduled Area is now the Boneyard. And, rather than being at the bottom of the Stripboard, it is a separate window. This makes it very easy to drag-and-drop strips between the two. To open the Boneyard, simply click the **Show Boneyard** button at the top of the Stripboard window. Position the windows to best suit your workflow and then drag strips back and forth between the two windows. Close the Boneyard window when you are finished and reopen it as necessary. Each Stripboard has its own Boneyard so it will change as your various Stripboards are selected.

Print Scaling

You can now scale the output of your documents to either reduce/increase the size of the page or add more content before you print. Go to **File > Print/View** and select the strip, report, or Day Out of Days (DOOD) that you want to print and click **View**. In the upper right-hand corner of the window, there is a slider bar and the option to scale the content or the page. Simply click and drag the slider bar to increase or decrease the output. The Content option will increase or decrease the amount of information on the page as it scales. The Page option will keep the content static, but increase or decrease the size of the page that is printed.
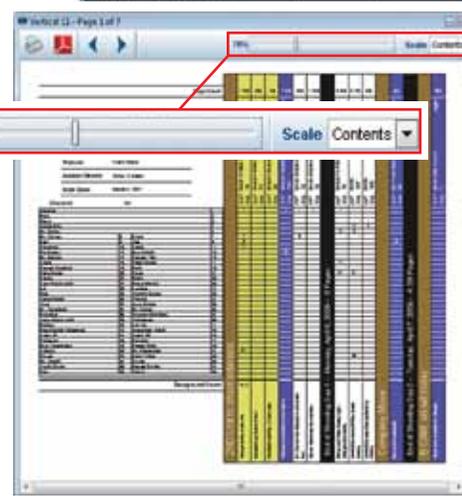
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Stripboard Window	CTRL + U
Calendar Manager	CTRL + L
Find	CTRL + F
Find Sheet	CTRL + G
Find Scene	CTRL + J
Print/View	CTRL + P
EP Scheduling Help	CTRL + F1
Exit/Quit Application	ALT + F4

Breakdown Sheet Window

Add Sheet	CTRL + B
Go to First Sheet	CTRL + 1
Go to Next Sheet	CTRL + →
Go to Previous Sheet	CTRL + ←
Go to Last Sheet	CTRL + 4
Show Element Quick Entry	CTRL + E
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Insert Banner	CTRL + B
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Paste Strips	CTRL + V
Sort Strips	CTRL + T

WINDOWS® BREAKDOWN SHEET TOOLBAR

Add Sheet	First Sheet	Element Quick Entry
Merge Sheets	Previous Sheet	Element Linking
Duplicate Sheet	Next Sheet	Red Flag
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