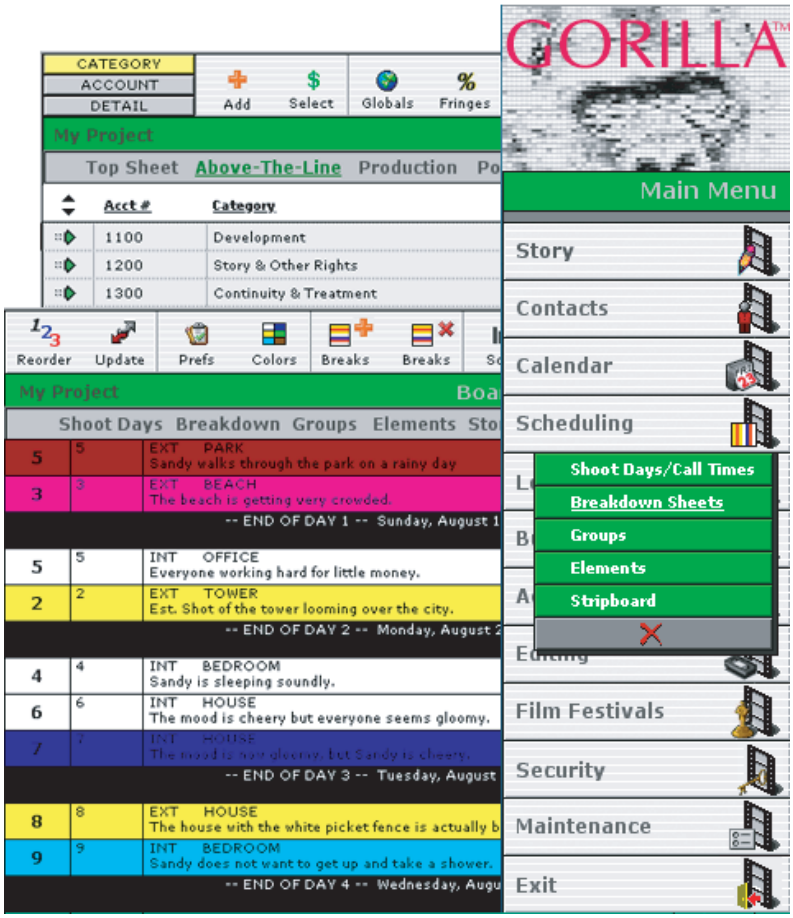
Film production software for the *independent* filmmaker

# GORILLA GUIDE

The Official Manual
for Gorilla 2.2

Macintosh
&
Windows




Jungle Software

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This manual was last updated February 16, 2005 and was written by Aaton Cohen-Sitt and Ethan Markowitz. Editing and publishing were performed by Ethan Markowitz.

# 1. Table of Contents

Table of Contents

# 2. General

Thank you for purchasing Gorilla, the all-in-one software tool that will help you produce your movie. We at Jungle Software are very excited about this new release. We have added over 50 new features to Version 2.0, plus enhanced the user interface to make Gorilla even easier to use.

Just as your story has a beginning, middle, and end, so does the creation of your movie. Our software, and this manual, will help to guide you through the various steps as you write, produce, and eventually distribute your project.

We would like to thank the innumerable independent filmmakers who helped us make Gorilla what it is today. Your suggestions and advice continue to make us strive to improve this system for producing movies. We created Gorilla for you, and we sincerely hope that Gorilla helps to bring your story to the big screen.

## 2.1 Installation

**Windows Installation**

To install Gorilla for Windows, do the following:

1. From the CD, select the WIN folder.
2. Double-click Setup.exe.
3. Follow the instructions in the installer.
4. When the installer finishes, a folder named Gorilla 2.0 will be placed in the Program Files directory.
5. A shortcut will be placed in the Startup menu.
6. Launch the application either by the shortcut in the Startup menu or double-clicking the Gorilla 2.0 icon in the Gorilla 2.0 folder.

   Continue with Step 7

**Macintosh installation**

To install Gorilla on Macintosh OS 9 or OS X, do the following:

1. From the CD, select the MAC folder pertaining to your Macintosh Operating System (MAC OS X or MAC OS 9).
2. Double-click Install Gorilla 2.0.
3. Follow the instructions in the installer.

4. When the installer finishes, a folder named Gorilla 2.0 will be placed in the Applications directory.

5. An alias will be placed in the dock (OS X Only).

6. Launch the application either by the alias in the dock or double-clicking the Gorilla 2.0 icon in the Gorilla 2.0 folder.

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7. Enter your name and company name as it appears in your registration confirmation e-mail.

8. In the activation screen, enter your serial number. This number begins with a PR20 (Pro Edition), or GR20 (Standard Edition), or ST20 (Student Edition). (See Section 2.1-1 Registering Gorilla).

The next step is to authorize Gorilla.

**Internet Authorization**


If your computer is connected to the internet, click Internet. Gorilla will authorize in a few seconds. If your computer is not connected to the internet, either authorize Gorilla at a later time or authorize Gorilla manually.

**Manual Authorization**

To manually authorize Gorilla, contact Jungle Software with your Machine ID and your Challenge Code. We will give you a Response Code. Enter the Response Code to authorize Gorilla.

9. Enter a password and a hint.

10. The Users Screen will open, revealing the security grid. Your information is already entered. Click `Done`.

11. To login to the program, select your name and type in your password.


12. From the Quick Tips Screen, click `Launch Gorilla`.

13. From the Select Project Screen, click `New`.

14. Enter a project title on the Projects/Story Screen. When finished, click `Main Menu`.

15. Click `Yes` to make the project active.

16. Click Yes to import characters and scheduling information from a screenplay program directly into Gorilla.

### 2.1-1 Registering Gorilla

Gorilla is registered by entering a unique serial number.

If you purchased the CD (versus the downloadable version), a Box Code is included on a yellow card. This box code is not the serial number. In order to receive the serial number, do the following:

1. Via Internet: Go to www.junglesoftware.com and click `Register`. Enter your name (minimum of 8 characters), company name (minimum of 8 characters), and a valid email address. A serial number will be emailed within minutes.

2. Via Phone: Call our Los Angeles office between the hours of 10am – 6pm PST (Pacific Standard Time). The phone number is: (818) 508-7090. Please have your box code, name, and company name ready. We will give you the serial number over the phone.

To register Gorilla, enter your name and company name exactly as you entered them when you requested the serial number.


Click `OK` and enter the serial number.

### 2.1-2 Authorizing Gorilla

Gorilla must be authorized within five days of being registered. If Gorilla is not authorized within 5 days of being registered, the program will not launch.

With every single-user copy of Gorilla purchased, the software owner is allowed to authorize Gorilla on two (2) computers.

**Both of these computers must be owned by the owner of the software**. You are not allowed to give a friend (whether they are your producer or not!) a copy of Gorilla to use on their computer while you are using a copy of Gorilla on your computer.

Authorizing Gorilla can be accomplished via the internet or by phone.

Gorilla will prompt you to authorize each time it is launched until you do so.

*Important Note: Gorilla must be registered before it can be authorized.*

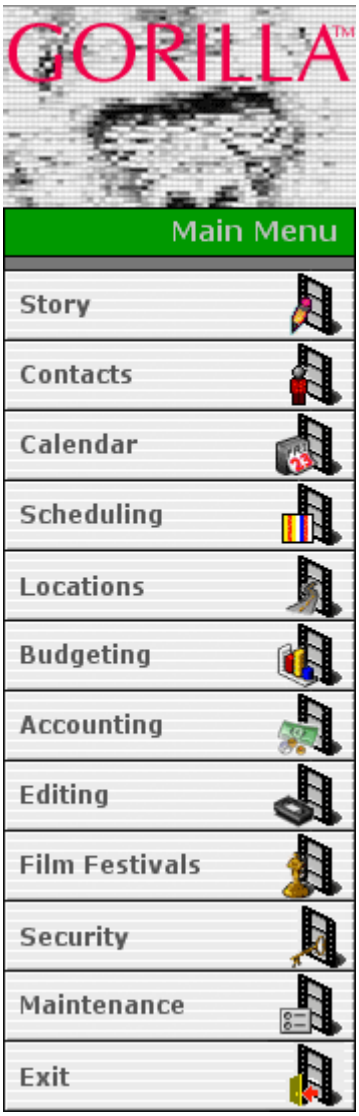
### 2.1-3 Deauthorizing Gorilla

If you are replacing your computer, you may wish to deauthorize Gorilla. To do so, launch Gorilla and click `Maintenance` on the Main Menu. Click the `Register/Authorize` tab and then click `Deauthorize`.

## 2.2 Interface

### 2.2-1 The Main Menu and The Gorilla Menu

Use the Main Menu to navigate throughout Gorilla. The Main Menu is visible on the right side of the screen. By clicking a selection, the related selections associated with that choice appear below. Click one of these selections to navigate to that part of the program.

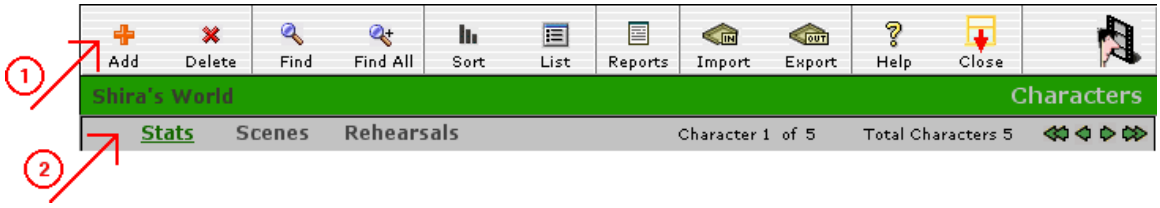



The Main Menu can be accessed by typing `Command-1` or selecting `Main Menu` from the Gorilla Menu.

## 2.2-2 Interface for Screens

Gorilla uses the same interface for most of its screens.

**The Toolbar and The Gray Command Bar**



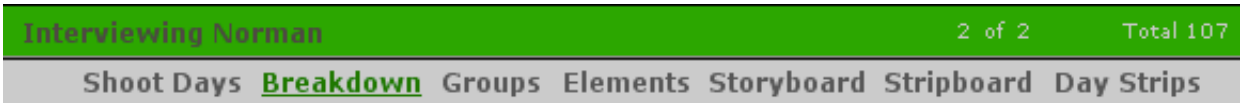

1) The Toolbar has the following buttons (some screens may have slightly different buttons):

| Tools on the Toolbar | | |
|---|---|---|
| | Add | Add a new record (i.e. Character, Breakdown Sheet, Budget Line Item, etc.). |
| | Delete | Delete the currently selected record. |
| | Find | Search for a record or a group of records. |
| | Find All | Find all records. |
| | Sort | Sort the currently found records. |
| | List | Show the currently found records as a list. |
| | Print | Print the current record. |
| | Reports | Show all available reports for the current module. |
| | Import | Import records from an external data source. |
| | Export | Export records to an external source. |
| | Help | Show balloon help for the current screen (not available on all screens). |

| Tools on the Toolbar | | |
|---|---|---|
|   | Return to Main Menu | To return to the Main Menu and close the current screen. |

2) Most screens will have a Gray Command Bar to navigate within the module. The selections on the Gray Command Bar will differ depending on the module.

Example: This is the Gray Command Bar for Scheduling.

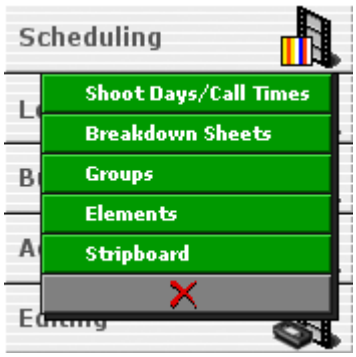



The selections for Scheduling are:

- Shoot Days
- Breakdown
- Groups
- Elements
- Storyboard
- Stripboard
- Day Strips

In the example above, the current screen is the Breakdown Screen. We know this because the word `Breakdown` is green and underlined.

Sometimes these screens can be accessed directly from the Main Menu.




For example, by clicking `Scheduling` on the Main Menu, there is an option to navigate directly to the `Breakdown Sheets`.

## Navigating Through Records

To navigate from one record to the next, use the navigational buttons  on the top-right-hand side of the Gray Command Bar.

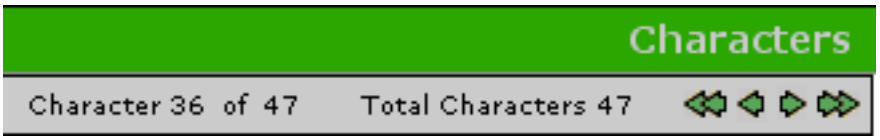
General

Gorilla will only navigate to records that are in the Current Found Set. To filter the found set, use Find to perform a record search.

Alternatively, to expand the found set to all records, select Find All in the Toolbar.

## Found Set of Records

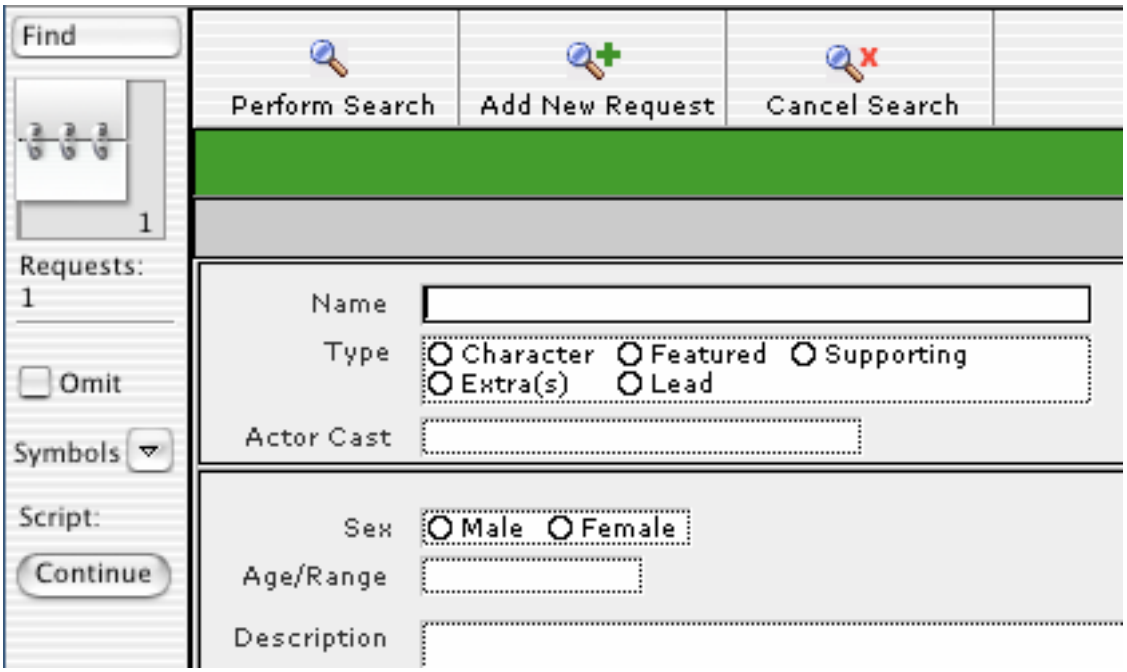
On most screens, the Record Count shows how many records are in the found set.




*Important Note: While working on Project A, records from Project B are only accessible by switching projects (see Section 5.1-3 Switching a Project).*

## Finding Records

On any screen, to search for a group of records, click on the Toolbar. The Find Screen will appear, which looks similar to the previous screen, but with a different Toolbar.




Enter a find request in the appropriate field(s) and then click `Perform Search`.

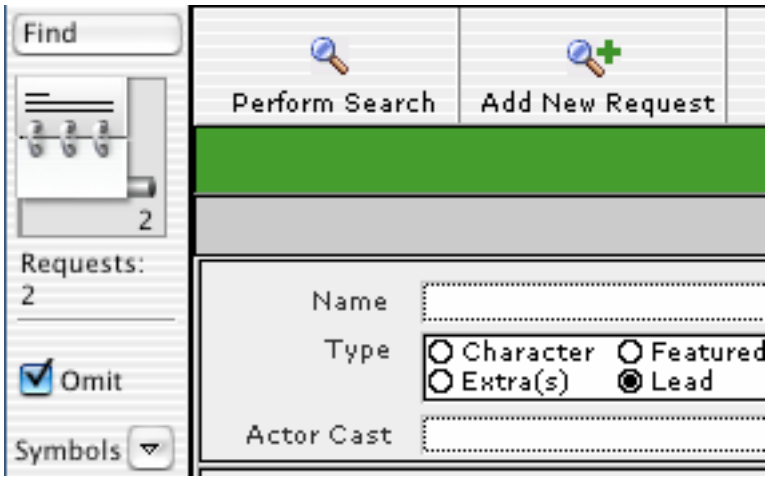
To search for multiple requests at the same time, click `Add New Request` and create another search on the new Find Screen.

For example, to search for all lead characters <u>or</u> all supporting characters, do the following:

1. On the Find Screen, select the type `Lead`.
2. Click `Add New Request`. A new Find Screen will appear.
3. In the new Find Screen, select the type `Supporting`.
4. Click Perform Search.

To search for some records while omitting others, use the `Omit` checkbox. For example, to search for all male characters while omitting lead characters, do the following:

1. On the Find Screen, select the sex Male.
2. Click Add New Request.
3. Select the type Lead.
4. Click Omit in the left side bar.
5. Click Perform Search.




Notice in the example above, the rolodex on the left-hand side displays `Requests: 2`. This means that the find request has two (2) search criteria.

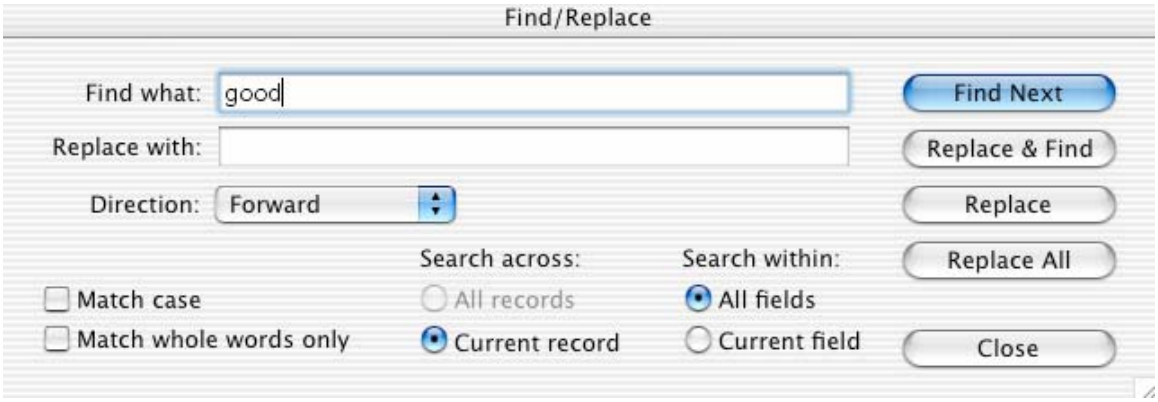
Mathematical symbols can also used to specify more exact search criteria, such as greater than, less than, range, etc.

For example, to search for numbers in the range of 5 to 15, enter 5...15 in the search field.

## Find and Replace

It is possible to find a word throughout either the Contacts, Characters, or Scheduling Modules, and replace it with another word.

To access the Find/Replace Window, select the SHIFT-key while clicking `Find`.




To find or replace invisible characters, such as tabs or carriage returns, manually copy and paste these characters from a field into the Find What or Replace With Fields. Likewise, typing the space bar in the Find What Window will alter the search to only find words that include the space.

The following table explains some of the other features of the Find/Replace Window.

| Options in the Find/Replace Window | |
|---|---|
| **Select** | **To** |
| Direction List | Choose the search direction: `Forward`, `Backward`, or `All`. |
| Match Case Checkbox | Search for only those occurrences in which the capitalization matches the data specified in the Find What Field. |
| Match Whole Words Only Checkbox | Search for only those occurrences that are whole words. |
| Search Across | Choose `Current Record` to search the currently viewed screen. Choose `All Records` to search throughout the module. |
| Search Within | Choose `Current Field` to search the current field. Choose `All Fields` to search every field. |

| Options in the Find/Replace Window | |
|---|---|
| **Select** | **To** |
| Find Next | Search for and select the next occurrence of the contents of the Find What Field. |
| Replace & Find | Replace the next occurrence of the contents of the Find What Field with the contents of the Replace With Field, and then find the next occurrence. |
| Replace | Replace the next occurrence of the contents of the Find What Field with the contents of the Replace With Field. |
| Replace All | Replace all occurrences of the contents of the Find What Field with the contents of the Replace With Field. A summary of the number of occurrences found and replaced will appear. |

**Printing**

To print a report, click `Reports` on the toolbar and click the desired report. Gorilla can print over 50 industry standard reports, but the reports available at a given moment depend on the current screen. A small group of reports will appear pertaining to that screen.

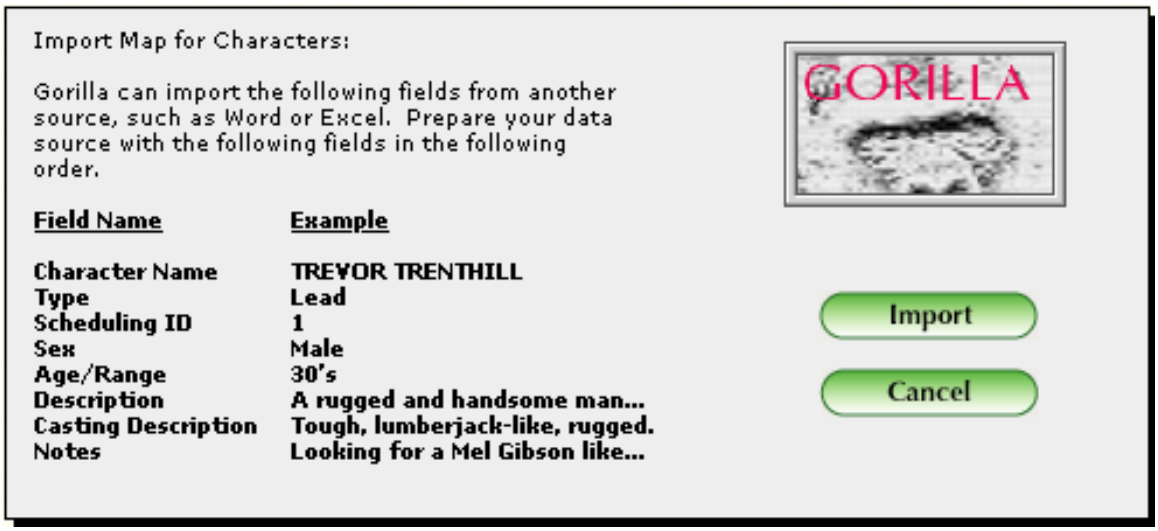
*Important Note: Do not attempt to select `File`→`Print` to print a report. This will not work.*

## 2.3 Importing/Exporting

**Importing**

Many of the modules have import and export capability. When importing records, Gorilla will display an import map: a list of the fields Gorilla wants, and the order in which it wants them.

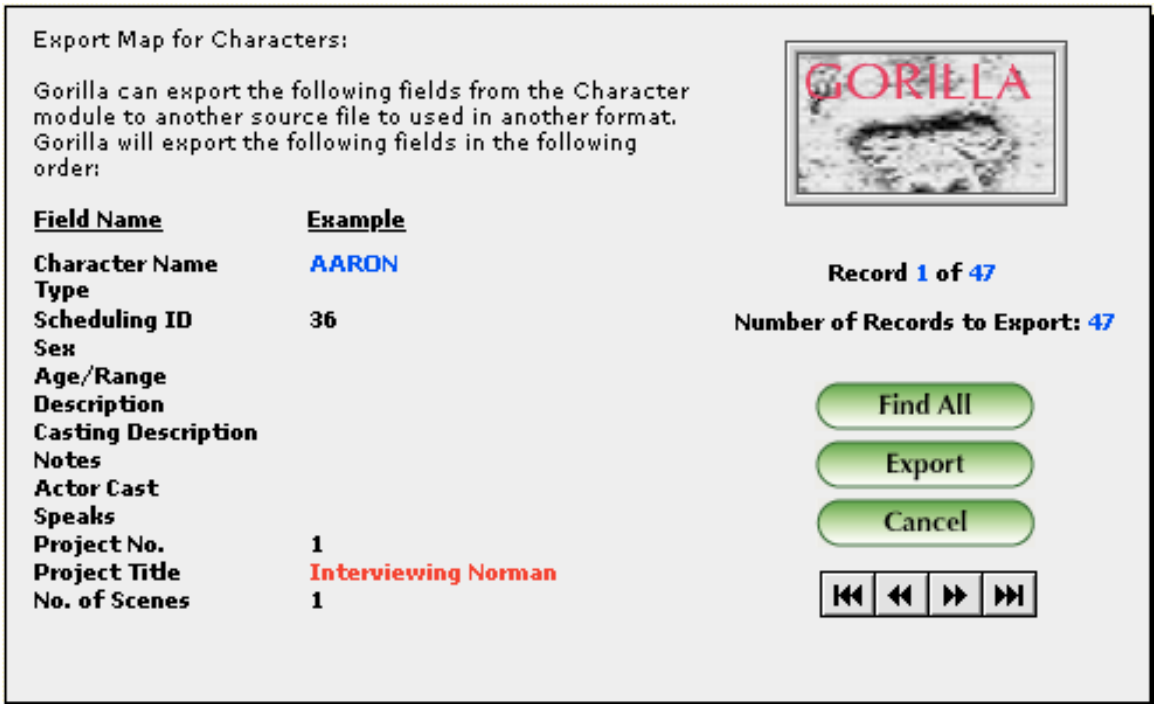
Below is an example of a Character import map:




## Exporting

When exporting records, Gorilla will display an export map: a list of the fields that will be exported, in the order they will be exported.

Below is an example of the Character export map:




Gorilla will export only the currently found records. To export all the records for the project (or in some instances, for the module), click `Find All` before clicking `Export`.

## 2.4 Saving Gorilla

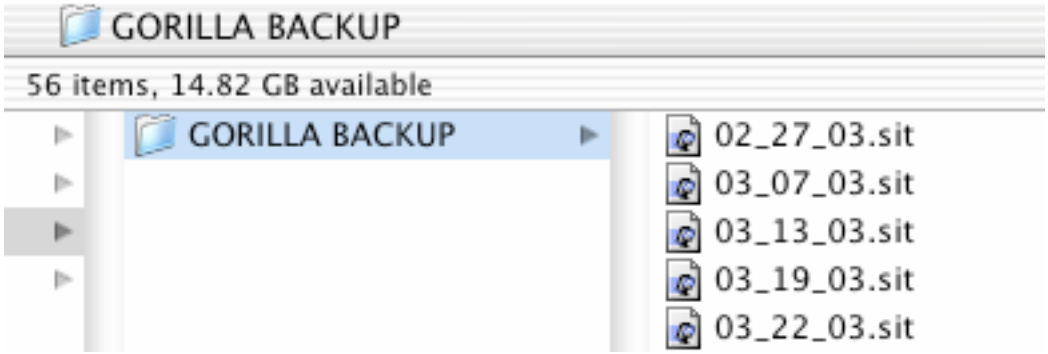
Gorilla saves itself every time the user makes a change. There is no need to choose "save" like other programs.

The data is automatically merged with the application in the .GOR files.

It is, however, very important to always keep a recent backup of the Gorilla folder in case of a system or hard drive crash.

*Important Note: Do not keep multiple copies of a Gorilla folder on the same hard drive. This is because the Gorilla application might open a file in another Gorilla folder and the data would be read from the wrong place. To save (or archive) a Gorilla folder for back-up, follow the recommended backup procedure explained below.*

To create a backup of a Gorilla folder on a hard drive, we recommend using a compression program such as WinZip® (for Windows) or Stuffit® (for Macintosh). Compress the entire Gorilla folder and name it with the current date.




In this way, multiple copies of the compressed Gorilla folder can be saved on the same hard drive. It is also a good idea to periodically copy these archives to an external media source, such as a CD, Zip drive, or a network drive.

*Important Note: Exit Gorilla before making a backup. Gorilla files can be damaged if a backup is attempted while Gorilla is open.*

## 2.5 Sharing Files

Users who wish to share files must have both purchased their own copy of Gorilla, installed it, and authorized it on their respective computers. In order to share Gorilla files with one another, do the following:

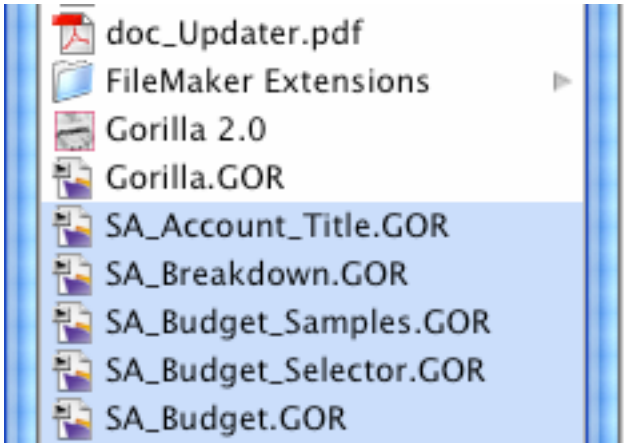
To copy Gorilla files from Computer A to Computer B:

1. Quit Gorilla on both computers.

2. Open the Gorilla 2.0 folder on Computer A (SOURCE) and *COPY* to the Gorilla 2.0 folder on Computer B (TARGET) all the .GOR files <u>except</u> the following three:

   Gorilla.GOR
   SA_Users.GOR
   XT_Reg.GOR

   *These files are registration files and if copied to another person's machine will force that person to re-authorize their copy of Gorilla.*




3. The existing .GOR files are replaced by *OVERWRITING* them. If Computer B (TARGET) user wants to keep his/her Gorilla files also, that user must backup their Gorilla 2.0 folder first, before copying the .GOR files from Computer A (SOURCE).

By following this procedure, Gorilla files can be shared back and forth from Computer A and Computer B without using more than one license on Computer A or Computer B.

This procedure will work whether copying .GOR files from or to a Macintosh or a Windows machine.

*Important Note: Copying just the SA_Scheduling.GOR file to copy the Scheduling Module from one computer to the next WILL NOT WORK.*

*Important Note: The Windows installation of Gorilla has some .DLL files. These are not used on the Macintosh computer. Do not move them or delete them or else Gorilla will have to reinstalled.*

## 2.6 System/FileMaker Extensions Folder

In the Gorilla 2.0 folder, there is a System Folder (Windows) or a FileMaker Extensions Folder (Macintosh). Inside this folder are plug-ins and dictionary files that are required to run Gorilla.

Do not move or delete this folder or the contents inside the folder.

## 2.7 Recovering Corrupted Files

If your computer crashes for any reason while Gorilla files are open, Gorilla might get corrupted. Gorilla can usually repair a corrupted file on its own. Gorilla will display the message `This file was not closed properly.` If in the rare case the file cannot open, the file needs to be recovered using FileMaker Pro™ version 5 or higher.

If you own FileMaker Pro (www.filemaker.com), you can attempt to repair the file yourself.

Please read the instructions on how to repair a recovered file from the documentation that came with FileMaker Pro.

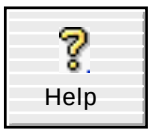
Make note of the name of the file before recovering it, because after the file is recovered, the file must be renamed the ORIGINAL NAME.

If you do not own a copy of FileMaker Pro, send Jungle Software your corrupted file and we will attempt to recover it. Please stuff or zip all files before sending them to us. E-mail your corrupted file to: support@junglesoftware.com. We will try to return your file to you within 48 hours.

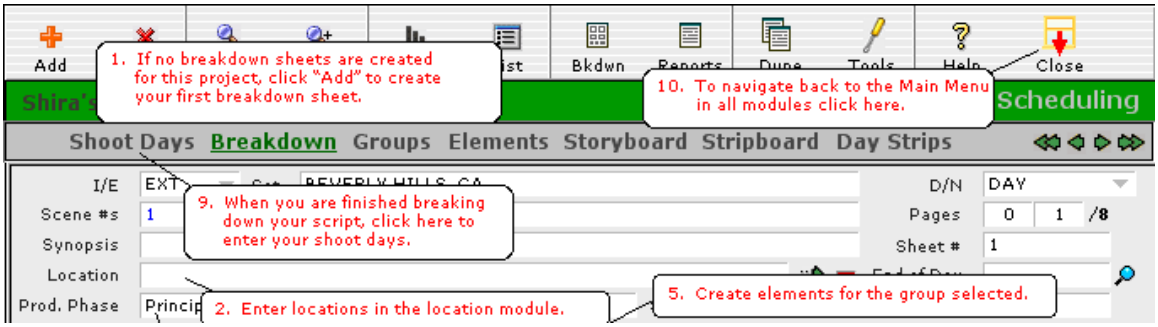
If your file cannot be recovered, reinstall Gorilla from a backup or from the installer.

## 2.8 Screen Help

Most screens will have a Help button on the Toolbar.




By clicking `Help`, instant on-screen tips appear.




The tips are numbered in the order that make sense to do things. Follow the numbers for an explanation of the fields, buttons, and windows.

To continue using Gorilla, click anywhere on the screen.

# 3. Security

## 3.1 Login

When Gorilla launches, the user is prompted to enter a name and a password. The user's level of access depends on the Security Module setting.

## 3.2 Setting Up a New User

To set up a new user, do the following;

1. Click `Security` on the Main Menu, and then click `Security/Users`.

2. On the Security Screen Toolbar, click `Add`.

There are 7 levels of access. Each level accesses different parts of the program. For a user that must access all areas of the program, assign this user the rank and level of *100, Executive Producer*. Other users may have limited access based on their rank and level.

Only users with the rank/level of 100/Executive Producer will be able to create, modify, or delete users and their passwords.

Security Grid Reference

| Level | Rank | Budgets | Scheduling | Profits | Locations | Rehearsals | Cast/Crew | Accounting |
|---|---|---|---|---|---|---|---|---|
| Exec. Producer | 100 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Producer | 90 | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ |
| Prod. Manager | 80 | ✓ | ✓ | | ✓ | ✓ | ✓ | |
| Asst. Director | 70 | | ✓ | | ✓ | | ✓ | |
| Accountant | 60 | ✓ | | | | | ✓ | ✓ |
| Casting Director | 50 | | | | | ✓ | ✓ | |
| Location Mgr. | 40 | | | | ✓ | | | |

### 3.2-1 Password

Passwords must be between 4 and 10 characters. Upon entering a password, verify the password in the verify field.

We recommend entering a password hint. If you forget your password, this will help you remember it.

**Forgotten Passwords**

If you did not enter a hint and forgot your password, contact Jungle Software with your activation key. Upon verification that you are the registered user, we will give you an unlocking code.

# 4. Gorilla’s 11 Modules

Gorilla is divided into 11 modules:

1. Projects
2. Characters
3. Contacts
4. Calendar
5. Scheduling
6. Budgeting
7. Distribution of Profits
8. Locations
9. Accounting
10. Editing
11. Film Festivals

There is a section in this manual for each module.

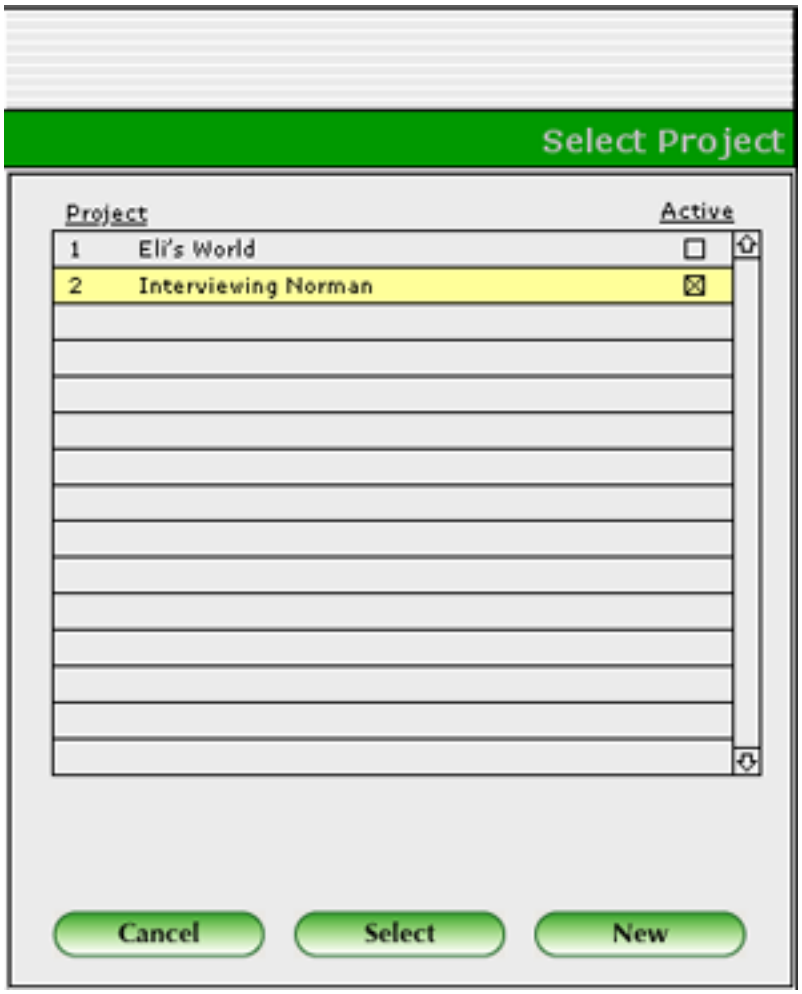
# 5. Projects

## 5.1 Overview

A project is a distinct film or video that has its own story and shoot dates.

### 5.1-1 Creating a Project

After logging into Gorilla, the Select Project Screen appears.




To create a new project, do the following:

1. Click `New` on the Select Project Screen.
2. Click `Add`.
3. Enter a name for the project in the Project Title Column.

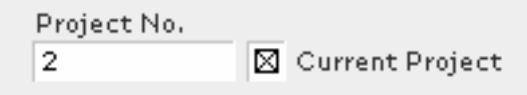
**Explanation of Fields on the Project Screen**

The following table explains the different fields on the Project Screen.

| Fields on the Project Screen | |
|---|---|
| **Field** | **Description** |
| Project Title | The name of the project. |
| Genre | Specify the genre of the project. Either choose a value from the available pull-down list of genres, or enter a new one. |
| Writer(s) | Enter the name of the writer(s) here. The name(s) entered in this field will print out on synopsis reports. |
| Project Number | This is the project number. This number can be changed. |
| PID (Project ID) | This is a system-generated number that Gorilla needs to track the project. It is not modifiable. |
| Day out of Days | Specifies the number of days an actor is held before being dropped. |
| Production Company | Enter the name of the production company for this project. This value can be entered in a Value List. |
| Address | The address field is tied to the production company. Either enter it manually here, or add this information to the Value List. |
| Phone 1 & 2 | Similar to the address field, either enter phone information manually or add it to the Value List. |
| One Line Description | This is a place for the one-line pitch. |
| Synopsis | A short description of the project, usually a few lines long. |

### 5.1-2 Activating a Project

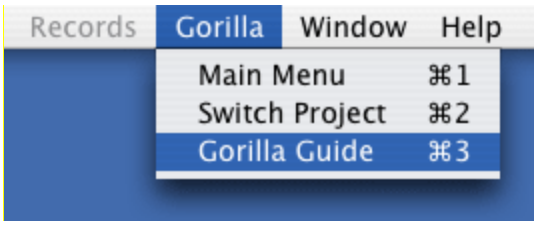
In order to make a project active, click the `Current Project` box next to the project number.




It may take Gorilla several seconds to activate the project.

### 5.1-3 Switching a Project

In order to switch to another project, pull down the Gorilla Menu and select `Switch Project`.




The Select Project Screen will appear.

# 6. Characters

Specify detailed information about the characters such as sex, age, and the type of role in the Characters Module.

Upon entering Characters for the first time, Gorilla will ask whether characters are to be entered manually or from a screenplay program. Gorilla currently imports characters and breakdown sheet information from Final Draft® and Movie Magic® Screenwriter.

## 6.1 Entering Characters Manually

The Characters Module has three selections from the Gray Command Bar.

| Screens in the Characters Module | |
|---|---|
| **Selection** | **Fields** |
| Stats | Name, Type (Lead, Supporting, Featured, Extra, Character), Actor Cast, Sex, Age/Range, Description, Casting Description, Notes |
| Scenes | No. of Scenes, Scene Info (from Breakdown Sheets), Speaks |
| Rehearsals | Session ID, Date, Time, Location, Time Actor Needed, Confirmed |

At the very least, enter the following: Character Name and Scheduling ID.

### 6.1-1 Description vs. Casting Description

Use the Description Field to enter detailed information about the characters. This information will help actors as they prepare for or consider a role.

Use the Casting Description field to enter a short description of the character. This information is helpful when printing a Casting Report for a casting director or to print in a trade paper for casting calls.

### 6.1-2 Scenes

Scenes keeps track of every scene in which each character appears. This screen will be blank until the scheduling process has begun. Please see Section 9 Scheduling for more information on how to do this.

After entering or importing breakdown sheets, scheduling shoot days, and arranging strips and end of days on the stripboard, this screen will display all the scenes in which each character appears. A Character Scene Report will also summarize this information.

### 6.1-3 Rehearsals

Rehearsals keeps track of the rehearsal to which each character must attend. This screen will be blank until rehearsals are scheduled. Please see Section 8 Calendar for more information on how to do this.

## 6.2 Importing Characters and Breakdown Sheets from a Screenplay Program

Gorilla can import characters and breakdown sheet information from either Final Draft, Movie Magic Screenwriter, or an Excel-type spreadsheet.

### 6.2-1 Preparing the Screenplay

Before importing from a screenplay program, the screenplay must be properly formatted. Make sure that:

1. All scene headings are numbered with a unique number.

2. Action line items are not designated as scene headings.

*Important Note: A screenplay that does not have its scenes numbered or action line items designated as scene headings will not import properly into Gorilla.*

**Importing Elements**

Gorilla can import elements from either Movie Magic Screenwriter or Final Draft 7 with Tagger. These elements must be in the following Groups (or categories):

- Extras
- Stunts
- Vehicles
- Props
- Special Effects
- Costumes
- Makeup
- Livestock
- Animal Handler
- Music
- Sound
- Set Dressing
- Greenery
- Special Equipment
- Security
- Additional Labor
- Optical FX

Characters

- Mechanical FX
- Miscellaneous
- Notes

*Important Note: Movie Magic Screenwriter's "auto-entry" option for DAY/NIGHT is not compatible with Gorilla. These Day/Night fields will NOT be imported into the breakdown sheets.*

Please check the breakdown sheets after importing is complete as some corrections may be required. For example, if the last word in a screenplay's description line does not read: DAY, NIGHT or another time of day, this field will have to be manually fixed. Some writers will write:

EXT – BUILDING – MOMENTS LATER

Gorilla will read this as:

| | |
|---|---|
| EXT | I/E Field |
| BUILDING | Set Field |
| MOMENTS LATER | D/N Field (this is where DAY or NIGHT should be) |

To fix this problem, "Moments Later" will have to be manually changed to a time of day.

### 6.2-2 Exporting the Data

Next, export the information from the screenplay.

**Final Draft**

Final Draft has two ways it can export a screenplay into a format Gorilla can read.

1. Final Draft Without Tagger

Open the screenplay and make sure that all the scenes are numbered. To do this, click `Production` on the command bar, and select `Scene Numbers…` Select the `Number/Renumber` checkbox and click `OK`. To Export, Click `File` in the command bar, and select `Save As`. In the format dialog box, select `Movie Magic`.

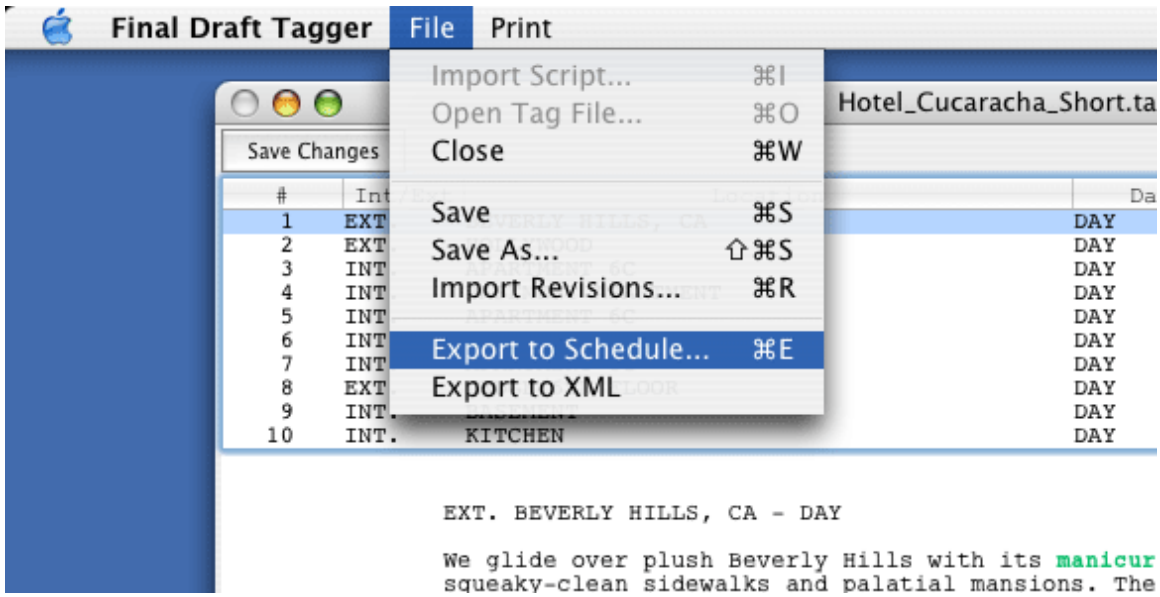

This will save a file with the .RPT extension.

2. Final Draft 7 With Tagger

Open Tagger. Click `File` on the command bar and select `Import Script`. Tag the elements using the preset category names.

*Important Note: At this time, Gorilla does not support adding or modifying category names from within Tagger.*

Select `Export to Schedule` from the File menu. This will save a file with the .SEX extension.




## Movie Magic Screenwriter

Open the screenplay and select `Breakdowns` from the `Production` menu and then `Export to Scheduling`.

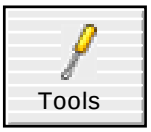

This will save a file with the .SEX extension.

The export file is now ready for import into Gorilla.

### 6.2-3 Importing Screenplay Information into Gorilla

If there are no breakdown sheets or characters present, Gorilla will automatically begin display a prompt to begin the import process.

Another way to begin the import process is to click `Scheduling` on the Main Menu and then click `Breakdown Sheets`. Next, click `Tools`.




Select the option `Import Screenplay`.

The following screen will appear:

| Final Draft | |
|---|---|
| ☒ | Characters & Breakdown Sheets |
| ☐ | Elements (Using FD7 & Tagger) |
| | |
| **Movie Magic Screenwriter** | |
| ☐ | Characters & Breakdown Sheets |
| ☐ | Elements |
| | |
| **Microsoft Excel** | |

*Important Note: Gorilla cannot import a .FDR (Final Draft file) or a .SCW (Movie Magic Screenwriter file) directly into Gorilla. Follow the instructions above in order to export the file to the proper format.*

There are two options:

1. Characters and breakdown sheet information.

2. Characters, breakdown sheet information, and elements.

By clicking `Options`, the import can be further customized.

| Character Import Options | |
|---|---|
| ☐ | Separate characters tagged with (O.S.) from non-tagged characters. |
| ☐ | Separate characters tagged with (V.O.) from non-tagged characters. |
| ☐ | Do not parse the characters at all. Leave as entered. |
| | If no options are checked, all characters will be parsed and only the name of the character will be displayed. |

If a character in the screenplay is tagged with an (O.S.) – the abbreviation for Off Screen, or with a (V.O.) – the abbreviation for Voice Over, Gorilla can either import them separately or merge them with the character name. If imported separately, there can be up to three characters in the Characters Module that stand for that character. For example, if a character named BILL has (O.S.) and/or (V.O.), then the following will be imported into the Characters Module:

BILL
BILL (O.S.)
BILL (V.O.)

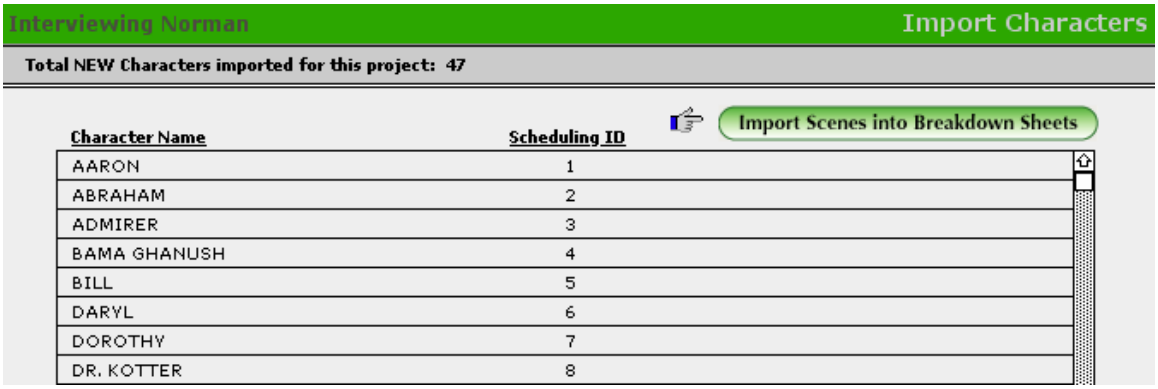
In this example, Bill will be broken down on the breakdown sheets following that naming convention. This might make it clear when Bill is actually needed for that shoot day, or if Bill is only needed for voice over work, which is usually done in post-production.

All character names with the (CONT) tag will be merged with the character name unless the "Do not parse the characters…" has been selected.

**Importing Characters**

Click OK to begin importing the screenplay.

After Gorilla has successfully imported the characters, the following screen will appear.




This is the best time to reorder the Scheduling ID's. Gorilla, by default, will alphabetize the character names and then number them starting from 1. These numbers should actually correspond to the strength of the role. For example, the two lead characters should be 1 and 2, and supporting roles might be 3, 4, 5, 6 and 7, etc. This is because the lead characters (the ones that will be scheduled most often on breakdown sheets) should be at the top of the selection list. This will make it a lot easier to select these characters.

To change a scheduling ID, click the scheduling ID and renumber it.

To continue, click `Import Scenes into Breakdown Sheets`, located next to the pointed finger.

The Breakdown sheet information will be imported.

## 6.3 Changing Scheduling ID's

To change a character's scheduling ID, do the following:

1. Click `Story` on the Main Menu and then click `Characters`.

2. Click the scheduling ID for a character.

3. The Modify Scheduling ID Screen will appear. On the left-hand column, click the appropriate character.

4. Type a new number in the New Scheduling ID Field.

5. Click `Convert`.

6. Click `Done`.

Each character must be assigned a unique scheduling ID between the numbers of 1 and 150. When changing a scheduling ID for a character, Gorilla will reject the change if the scheduling ID number is taken by another character.

## 6.4 Character Reports

All reports for the Character Module can be accessed by clicking `Reports` on the Gray Command Bar. The Character reports are:

- Casting Report
- Character List
- Character Profile
- Rehearsal Sessions
- Actor Rehearsal Schedule

# 7. Contacts

## 7.1 Actors

Store information about actors in the Actors Module. To access the Actors Screen, click `Contacts` on the Main Menu and then click `Actors`.

### 7.1-1 Fields on the Actors Screen

The following are fields on the Actors Screen:

- First Name
- Last Name
- Address
- City, State, Zip
- Casting Director
- Agent
- Age
- Body Type
- Hair Color
- Special Skills
- Nudity
- SS#
- Unions
- Notes
- Phone Info
- Picture/Headshot

### 7.1-2 Casting

When an actor is created and basic information is entered for that actor, that actor is stored. This is a great way to store information about all actors that have been interviewed, auditioned, or have sent in a resume and headshot.

However, that actor is not yet attached to a project. When an actor is attached to a project, he or she becomes a Cast Member.

To cast an actor in a project, Click `Project` on the Gray Command Bar. The top half of the screen shows basic actor information. The bottom half of the screen displays the Projects Considered For Window and the Projects Cast In Window.

*Important Note: A Cast Member is an Actor who is attached to one or more projects.*

To consider an actor for a role in a project, click the ✚ above the Considered For Window. (Characters must have been first imported or created for this to work!)

**Considered For:**

| | PID | No. | Project | Character | |
|---|---|---|---|---|---|
| ▼ | 3 | 2 | Interviewing Norman | 1006 | DARYL |
| ▼ | 3 | 2 | Interviewing Norman | 1036 | NORMAN |

Select a project and then a character. In the example above, this actor is being considered for two roles: DARYL and NORMAN.

Use the Considered For Window during casting. Gorilla can generate a report listing all the actors that are considered for the roles.

To cast an actor in a role, click the black down arrow ▼ next to the character record. The actor will be removed from the Considered For Window and moved to the Cast In Window.

**Cast In:**

| | PID | No. | Project | Character | |
|---|---|---|---|---|---|
| ▲ | 3 | 2 | Interviewing Norman | 1036 | NORMAN |

Only after actors are recorded in the Cast In Window will Gorilla be able to run proper cast reports.

Conversely, to remove an actor from a role in which he or she was cast, click the black up arrow ▲. The actor will be moved to the Considered For Window.

### 7.1-3 Removing Actors from Projects

To remove an actor from the project entirely, click the ▬ next to his or her name.

Although this actor is no longer a cast member, Gorilla will still keep his or her information. This actor will still be available for casting down the road.

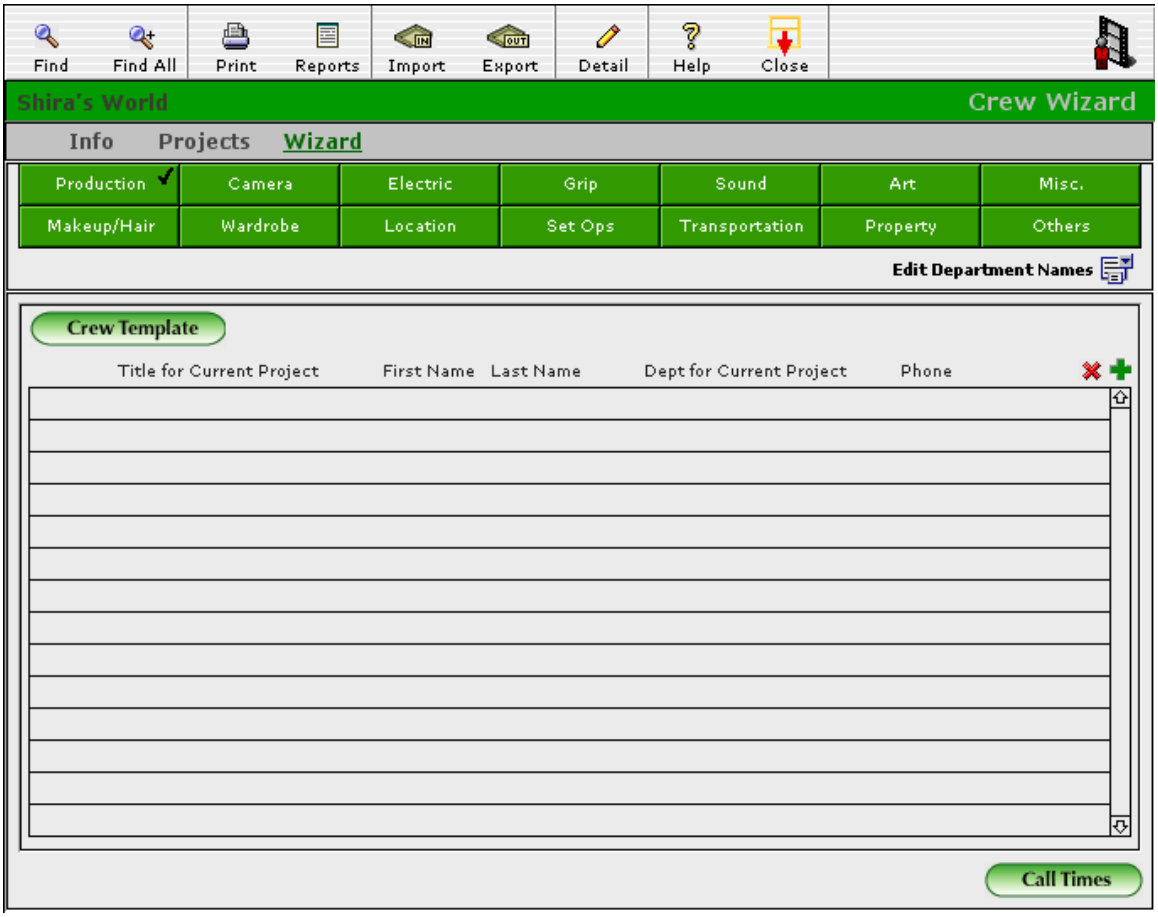
### 7.1-4 Deleting Actor Records

To delete an actor, click Delete ✖ located on the Toolbar between Add and Find.

*Important Note: Gorilla will not delete an actor if the actor is attached to a project or if the actor is considered for a project.*

## 7.2 Crew

To create a crew, go to the Main Menu, click `Contact`, and then click `Crew`. Upon entering this screen for the first time, the Crew Wizard Screen will appear, as shown below.




Crew can be created individually or by using the Crew Template.

### 7.2-1 Adding Crew Individually

Each crew member must be attached to a title and a department. Gorilla comes preset with many titles. Use one of the preset titles from the Default Title Pull-Down Menu, or create a new title. (See Section 7.2-2 Creating Titles.)

After attaching a title to a crew member, attach a related department to that title.

Gorilla comes preset with 14 departments. They are:

| Gorilla's 14 Preset Departments | |
|---|---|
| **Department ID** | **Department Name** |
| 101 | Production |
| 102 | Camera |
| 103 | Electric |
| 104 | Grip |
| 105 | Sound |
| 106 | Art |
| 107 | Makeup/Hair |
| 108 | Wardrobe |
| 109 | Location |
| 110 | Set Ops |
| 111 | Transportation |
| 112 | Property |
| 113 | Misc. |
| 114 | Others |

These department names can be changed by clicking Value List . These values cannot be deleted, nor can there be more than 14 values.

*Important Note: Changing the name of the department will affect the Create Default Crew option in the Crew Wizard. (See Section 7.3* Crew Wizard*).*

### 7.2-2 Creating Titles

Create new crew titles by altering the Value Lists. To do this, click `Maintenance` on the Main Menu, and then click `Value Lists`. From the pop-down menu, select `Crew Title`.

To add a value to this list, click and enter the new title. To delete a title from the list, click .

The following titles cannot be deleted:

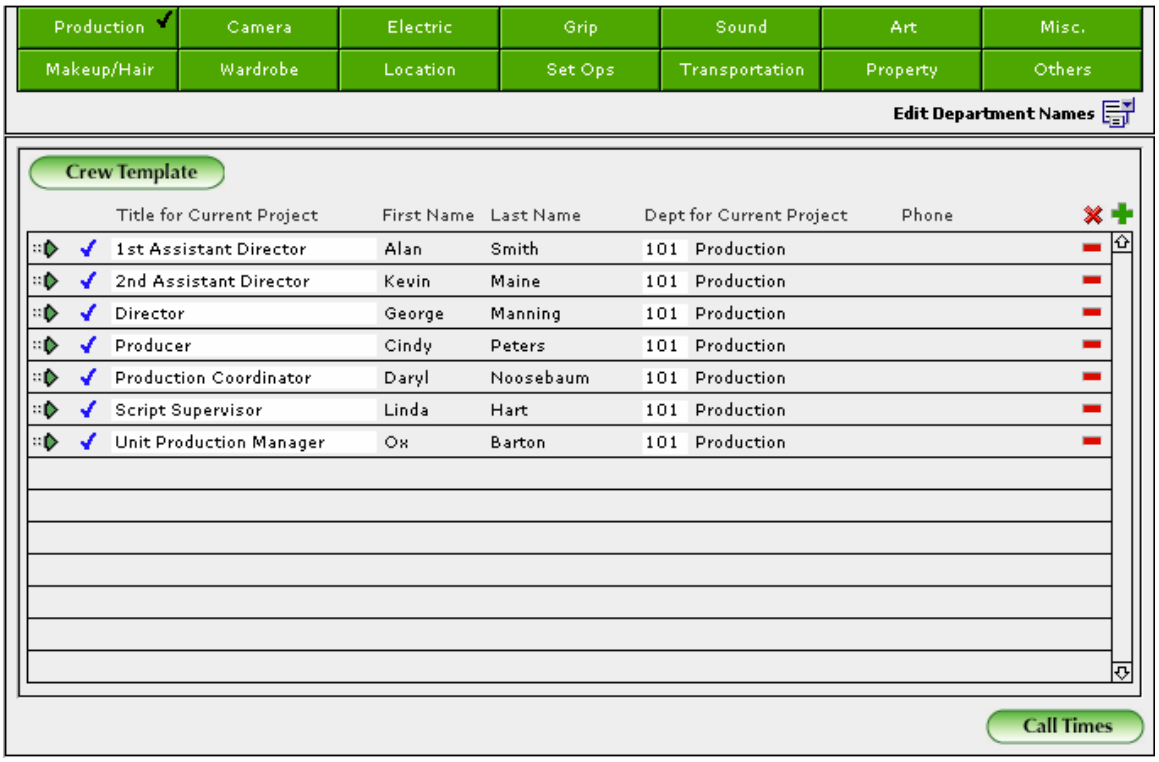
- Director
- Director of Photography
- Producer

- Production Designer
- Production Manager
- Unit Production Manager

These titles are required as it will ensure that certain crew member names will properly appear in certain reports.

## 7.3 Crew Wizard

The Crew Wizard is a simple and quick way to create a primary crew for a project, and easily view all the crew for the current project by department. To use the Crew Wizard, click `Contacts` on the Main Menu, and then click `Crew`. When the Crew List Screen appears, click `Crew Wizard`.




All 14 crew departments are buttons at the top of the screen. Click the corresponding button to see all the crew attached to that department for the current project.

To create a basic crew for a particular department, click `Crew Template` located at the left hand side of the screen. Depending on which crew button is checkmarked, Gorilla will create a default crew.

All crew created with `Create Template` will be automatically attached to the current project.

### 7.3-1 Attaching Crew to Projects

After creating a crew member, attach that crew member to a project.

*Important Note: When using the Crew Wizard, new crew members are automatically attached to the current project using their default title and default department.*

To attach a crew member to a project, click `Project` on the Gray Command Bar. In the Projects This Crew Member Is Attached To Window, click ✚. Select a project from the list of projects. Notice that the crew member's title and department will automatically pop into those corresponding fields.

### 7.3-2 Difference between Default Title/Department and Project Title/Department

A crew member is assigned a default title and a default department on the Crew Info Screen or using the Crew Wizard. When assigning a crew member to a project, either use the default title and department, or select a different title and department for that specific project only.

A single crew member can have many different titles on many different projects.

### 7.3-3 Printing and Sorting Crew Member Reports

To print a Crew Member Report, click `Reports`. Select the `Current Project Crew List Report`. Gorilla can print a list with phone info only, or a list with phone and address info.

To specify the sort, go to the Crew Preferences Screen. To do this, click `Maintenance` on the Main Menu, and then click `Preferences`. Select the `Crew` tab.


Under Crew Reports, there are options available for sorting these reports.

Gorilla can sort by Department ID, Department Name, Last Name, Crew Title, or Custom Sort Order.

**Sorting Crew by Custom Sort Order**

To sort crew members by a custom sort order, do the following:

1. Click `List` on the Gray Command Bar.

2. When prompted to choose either `list all crew for current project` or `list all crew in the database`, select the latter. A full crew list will appear.


3. In the `Order` column, specify a number. If a field is empty, the corresponding record will sort to the top of the list.

### 7.3-4 Profit Sharing

To assign profit sharing to a crew member, do the following:

1. Click `Project` on the Gray Command Bar.

2. In the `Projects this crew member is attached to` column, click the `Profit Sharing` checkbox.

Now this crew member is eligible for profit sharing. To learn more about profit sharing, see Section 11 Distribution of Profits.

### 7.3-5 Importing Crew Members

Gorilla can import a list of crew members from Word® or Excel®. For this to work properly, each record must be separated by a paragraph return in Word or be in a different row in Excel. Prepare the data in the following order:

1. First Name
2. Last Name
3. Default Title
4. Company
5. Default Department

6. Vendor Category
7. Type
8. Address
9. City
10. State
11. Zip
12. Phone: Office
13. Phone: Home
14. Phone: Mobile
15. Fax
16. E-Mail
17. Website
18. Agent
19. SS#/Fed ID#
20. Notes

If an entry does not exist for a certain category, leave that field empty with a tab (Word) or an empty cell (Excel).

After preparing the data, do the following:

1. Click `Import` on the Toolbar.

2. Select `Crew`.

3. Select the type of file from the `Show Available` pop-down menu.

4. Locate the file to import.

5. Click `Import`.

6. Attach the new crew members the appropriate projects.

### 7.3-6 Exporting Crew Members

To export crew members, click `Export` and select `Crew`.

Gorilla can export the crew data the following ways:

- Tab-Separated Text
- Comma-Separated Text
- SYLK
- DBF
- DIF
- WKS

- BASIC
- Merge
- HTML Table
- FileMaker Pro
- XML

## 7.4 Scheduling Crew

### 7.4-1 Setting Crew Call Times

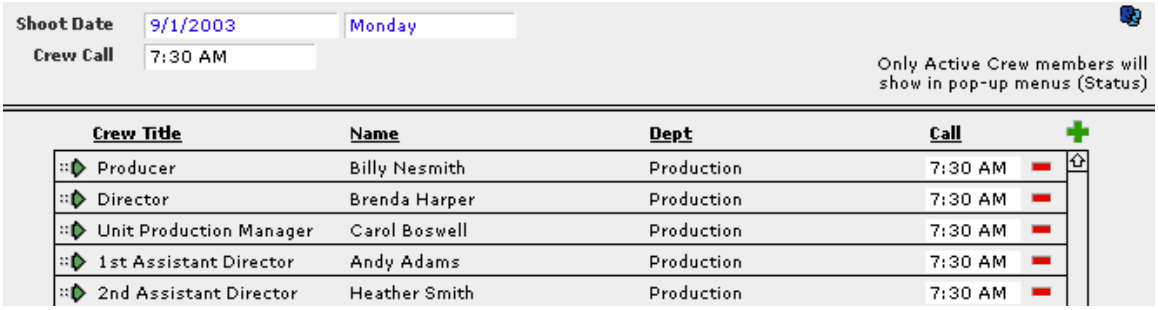
After creating shoot days (see Section 9.3 Shoot Days), the crew call times can be set.

1. Go to the Crew Wizard.

2. Click `Call Times`.


3. Select a shoot day and click `OK`.

The Schedule Crew Screen will open. Enter a standard crew call time. (Individual crew call times can be set later.) To attach all existing crew members to a specific shoot day, click `Import Active Crew`.




### 7.4-2 Adding a Crew Member to a Shoot Day

To add crew members to a shoot day individually, do the following:

1. Click `Scheduling` on the Main Menu, and select `Shoots Days/Call Times`.

2. On the desired shoot day row, click `Crew` (under the Crew Call Times column).

3. The Schedule Crew Screen will appear. Click ✚.

4. Select the crew member and set his or her call time.

*Important Note: Only crew members tagged as active on the Crew Screen can be added to shoot days. By default, all new crew members are tagged as active.*

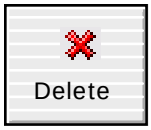
**Adding Notes to Shoot Days**

Notes can be added on the Schedule Crew Screen that will appear on a Crew Call Report. This is explained in Section 9 Scheduling.

**Removing Crew Members from Shoot Days**

To remove a crew member from a specific shoot day, go to the Schedule Crew Screen and click ▬. This will remove the crew member from that shoot day only. The crew member can still be scheduled on a different day down the road.

To remove all the crew members from a shoot day, click `Delete` on the Toolbar.




Once again, this will remove crew members from that shoot day only. It will not delete the crew member from the system.

This feature is useful if multiple crew members have been added *after* importing the active crew for that shoot day. In this way, the current crew members attached to that day can be quickly deleted, and then the new, larger set of current active crew members can be re-imported. However, individual crew call times will have to be reset.

## 7.5 Other Contacts and Vendors

Gorilla can organize vendors and contacts, store notes, attach categories to vendors, store phone and e-mail information, attach contacts and vendors to profit sharing, and print detailed reports. To utilize these features, click `Contacts` on the Main Menu. Click `Vendors` or `Contacts`, depending on what type of information is being stored.

### 7.5-1 Adding Vendor Categories

Gorilla comes with a few pre-set vendor categories. To add or modify vendor categories, click `value list`.

# 8. Calendar

The Calendar Module works in conjunction with the Scheduling Module to specify shoot days for projects. However, the calendar can also be used to record other events, such as rehearsal sessions, location scouts, script meetings, production meetings, and editing sessions.

Gorilla can print a datebook report of events in a report form or a calendar-display form.

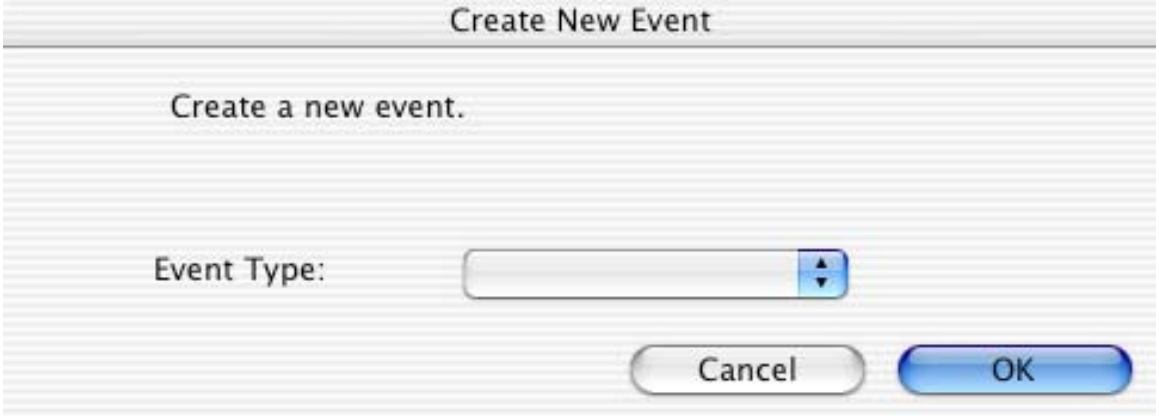
## 8.1 Attaching Events to the Calendar

To start using the calendar, click `Calendar` on the Main Menu. There will be the following options:

- Calendar
- Datebook
- Rehearsals
- Other Meetings

Click `Calendar`. By default, Gorilla will display today's date. To navigate to another month or year, click the navigational arrow buttons to the side of the month and/or year.

Click the desired date in the calendar. The following message will appear:




Select an event from the pop-down list.

*Important Note: To add or modify events to this list, go to Value Lists, accessible by clicking* `Maintenance` *on the Main Menu.*

Select an event from the list and click `OK`.

Unless `Rehearsal` is selected, the Other Meetings Window will appear. The event and the date are already entered. The following fields can be set:

- Session
- Start Time
- End Time
- Location
- Address
- Notes

## 8.2 Viewing Events on the Calendar

Upon returning to the calendar, the event created will appear on the screen. If the event is clicked, the Daily View Screen will appear. On this screen, either add more events to that date or go to the detail view of an event.

## 8.3 Printing Events

To print events in a datebook format, click `Reports`. There are three options:

- Calendar – prints events in a calendar view
- Datebook – prints events in simple datebook view/summarized
- Events - prints events in simple datebook view/detailed

## 8.4 Rehearsal Sessions

A rehearsal session is set up just like any other event. The difference is that characters (cast members) can be attached to a rehearsal session and printed out on rehearsal session reports.

To set up a rehearsal session, do the following:

1. Click `Calendar` on the Main Menu.

2. Select a date.

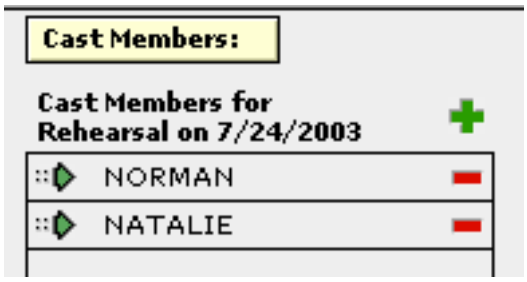
3. Set the event to `Rehearsal`.

4. Set up the session on the Rehearsal Screen.

Set the time and location for the rehearsal session in the fields indicated. Indicate a session number and specify the scenes to be rehearsed during the session. Finally, attach cast members to the session.

*Important Note: Only cast members (characters) that are attached to the current project can be attached to rehearsal sessions.*

To attach a cast member to the session, click the above the Cast Members for Rehearsal Session Window. Select a character.




To the left of this window is the Rehearsal Sessions Window, which displays all existing rehearsal sessions for the current project. To navigate through the rehearsal sessions, click `Session ID`.

To view the information for a cast member who is attached to the rehearsal session, clicking the .

*Important Note: Sometimes the time and location of a rehearsal session will not be visible on the Rehearsal Screen until after running a Rehearsal Sessions Report.*

### 8.4-1 Viewing Rehearsals by Character

In the Characters Module, click `Rehearsals` on the Gray Command Bar. This screen will display rehearsals by character. The following can be entered here:

- Time Actor Needed
- Confirmed

Although the time for the rehearsal session is set elsewhere, if a specific cast member has a different call time than the other actors, that time can be set here.

If the cast member has been confirmed for the session, select `confirmed`.

## 8.5 Rehearsal Session Reports

There are two Rehearsal Session Reports:

- Rehearsal Sessions
- Actor Rehearsal Schedule

# 9. Scheduling

## 9.1 Overview

The Scheduling Module is used to create shoot days, breakdown a script, schedule scenes to shoot, and run call time, scene, and other related scheduling reports.

## 9.2 Production Phases

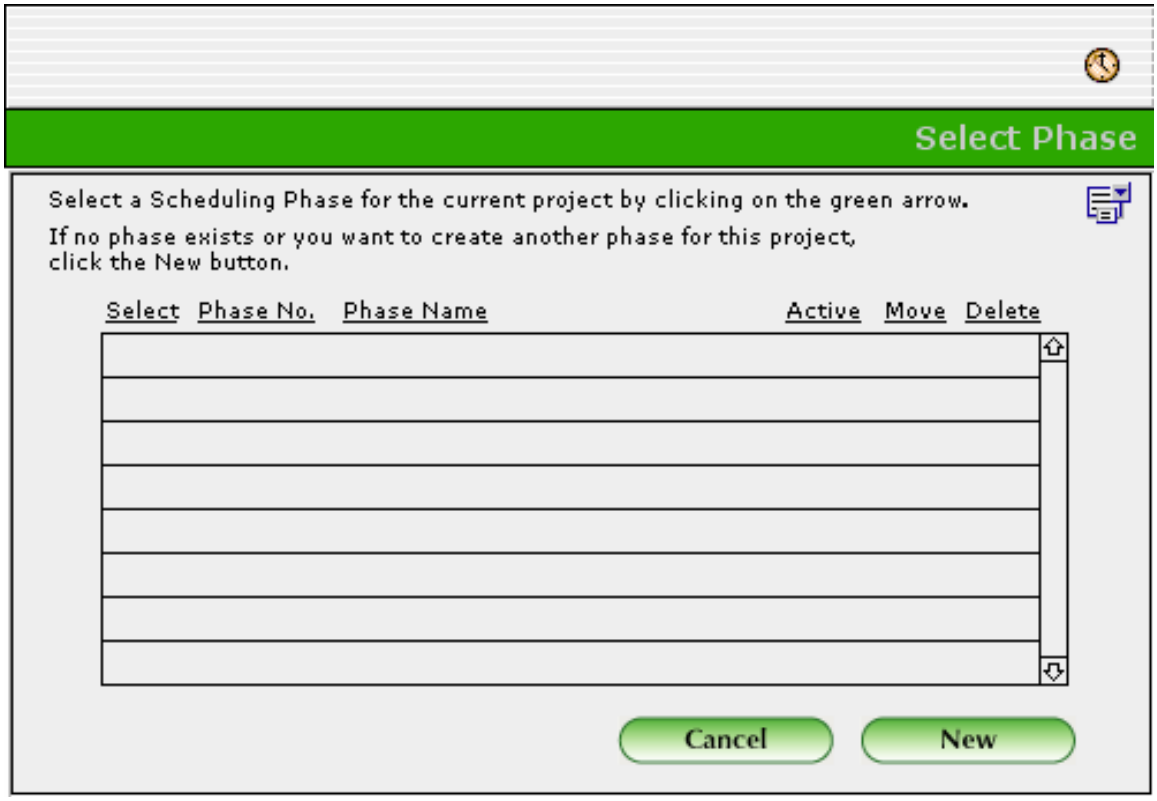
Production Phases can help spread a shoot across multiple weeks or months with breaks between them. A separate production phase can be created for each shoot even though that shoot is tied to the entire production. Production Phases have the following additional benefits:

- Ability to run many of the scheduling reports by production phase or by project.
- Ability to attach breakdown sheets to different production phases.
- Ability to run a Day out of Days separately for each phase.

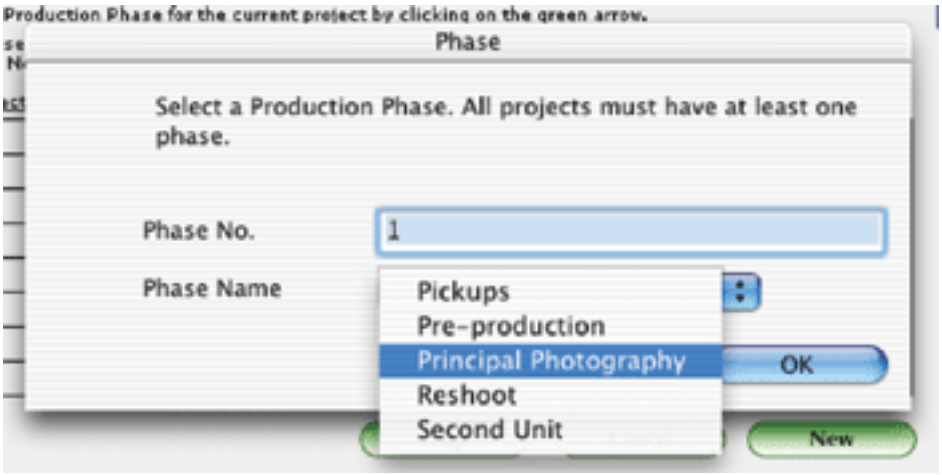
*Important Note There must be at least one production phase per project.*

### 9.2-1 Creating Production Phases

In order to create production phases, click `Scheduling` on the Main Menu, and then click `Shoot Days/Call Times`.




Click `New` and select a production phase from the pop-up list.




To add, modify, or delete the names in this list, go to the Value List for Production Phases.

After selecting a phase for the first time, and if breakdown sheets exist for this project, click OK to attach all these breakdown sheets to this production phase.

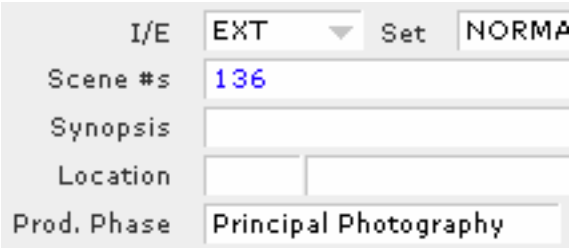
*Important Note: In order for a breakdown sheet to appear as a strip to be scheduled, it must be attached to a production phase.*

### 9.2-2 Manually Attaching a Production Phase to a Breakdown Sheet

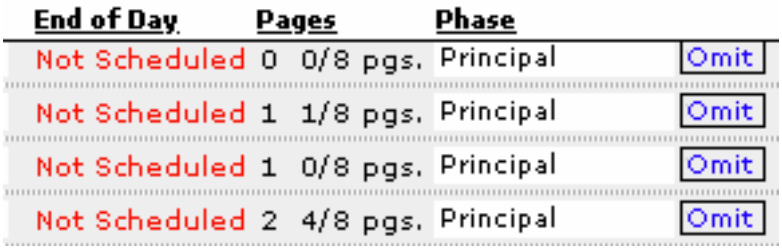
Each breakdown sheet must be attached to a production phase for it to be scheduled on the stripboard. To attach a breakdown sheet to a production phase manually, do the following:

1. Go to the desired breakdown sheet.

2. Select an existing production phase from the Prod. Phase field.




This can also be accomplished in List view, where it is more convenient to quickly scroll down a list of all breakdown sheets and modify the production phase for each one.

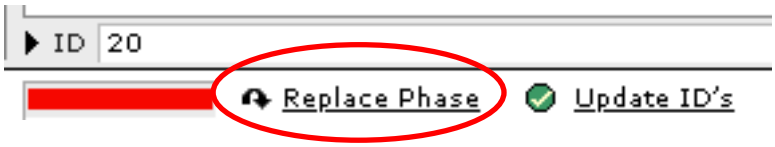



### 9.2-3 Modifying a Production Phase for Multiple Breakdown Sheets

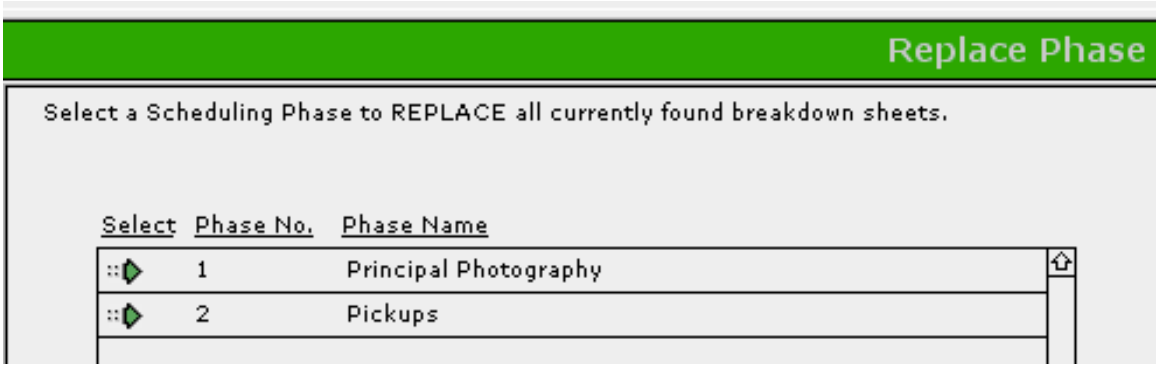
To attach a production phase to multiple breakdown sheets at once, do the following:

1. Find the desired group of breakdown sheets by using the Find command or the Omit button in List View.

2. Click `Replace Phase` on the bottom of the screen (only available if the Mini-Strips preference is turned on).




3. Select a production phase to attach to these breakdown sheets.



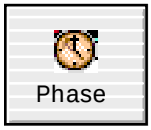

## 9.2-4 Set Current Production Phase

If a project has multiple production phases, Gorilla can switch from one phase to another at any time.

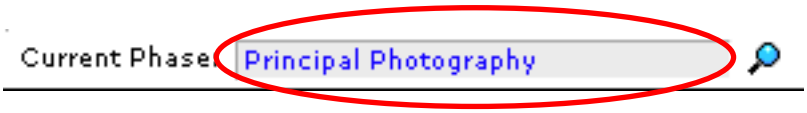
*Important Note: While working in a production phase, ALL breakdown sheets for the entire project are accessible on the Breakdown Sheets Screen. However, only strips from within that production phase will be visible for scheduling on the Stripboard. To schedule strips for a different production phase, switch to that production phase.*

To switch production phases, do the following:

1. On the Shoot Days Screen, click the Phase button.




2. On the Breakdown Sheets Screen, click the Phase name on the bottom of the screen (only available if Mini-Strips preference is turned on).



### 9.2-5 Find Breakdown Sheets with a Production Phase Attached

To quickly find breakdown sheets attached to a particular production phase, click the next to the production phase name on the bottom of the breakdown sheet.

This can also be accomplished by by clicking `Find` on the Toolbar.

## 9.3 Shoot Days

### 9.3-1 Creating/Modifying Shoot Days

To create shoot days for a project:

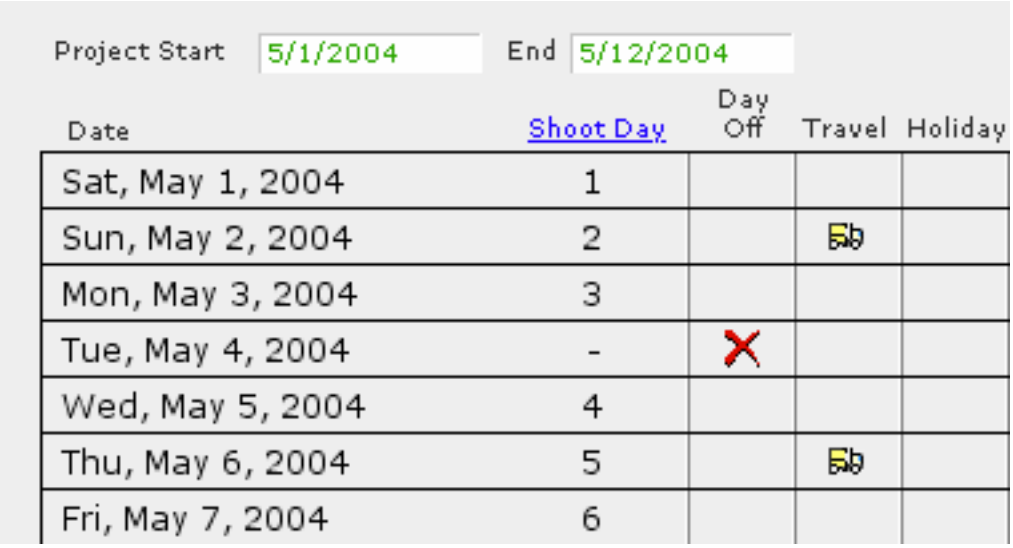
1. Click `Scheduling` on the Main Menu.
2. Click Shoot Days/Call Time.
3. Select the `Project Start` field.
4. Enter the first day and last of shooting.

Even is the last day is not yet known, enter an approximate date, as this date can be changed at any time.

*Important Note: Shoot days are created for a production phase. Every production phase requires a new range of shoot days.*

### 9.3-2 Setting Off Days, Travel Days, and Holidays: Grid View

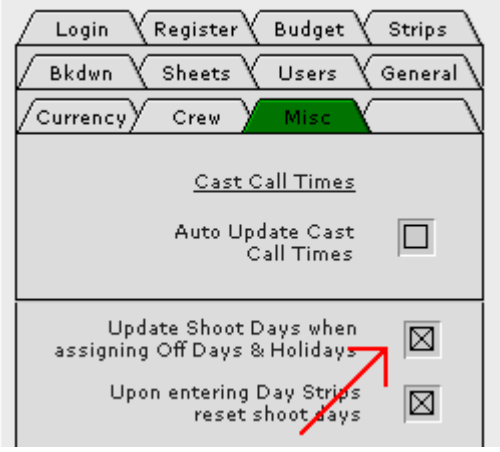
To set an off day, travel day, or holiday, click the appropriate column on the day in the shoot days grid.



Unless a travel day is specified as an off day, a shoot day can be scheduled on a travel day.

When setting an off day, travel day, or holiday, the shoot days will update to reflect which days are shoot days vs. off days. A shoot day will have the shoot day number indicated, while an off day or holiday will have a dash (-).

This preference can be turned off in Misc/Preferences. The advantage of turning off this preference is that the screen will not redraw every time a change is made, speeding up Gorilla.




If this preference is turned off, to manually update the shoot days to reflect the current view, click the blue underlined `Shoot Day` text field above the shoot days.

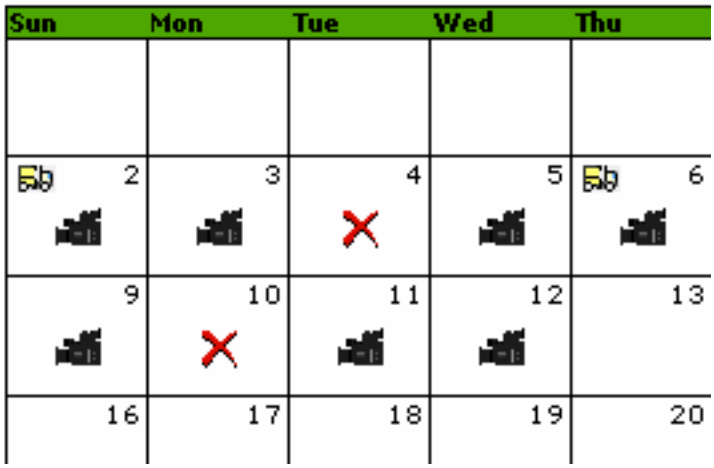

### 9.3-3 Setting Off Days, Travel Days, and Holidays: Calendar View

To set shoot days in calendar view, do the following:

1. Go to the Shoot Days Screen.

2. Click Calendar View.

3. Select a shoot day and choose an option for that day.




*Important Note: Shoot days cannot be added or deleted in Calendar View. However, off days, travel days, and holidays can be assigned, and changed back to shoot days.*

### 9.3-4 Printing the Shoot Day Calendar

To print shoot days in a calendar view, do the following:

1. Go to the Shoot Days Screen.
2. Click `Calendar View`.
3. Click Print on the bottom of the screen.
4. Enter the desired month and year. A 4-month calendar can be printed on one page.

### 9.3-5 Modifying Shoot Days

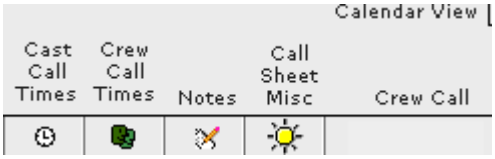
To modify the shoot day range, do the following:

1. Go to the Shoot Days Screen.
2. Click either `Add`, the Project Start field, or the End Field.
3. Modify the date range.

*Important Note: When modifying the date range, all shoot dates are re-entered from scratch. This may take a few minutes. In order to add just one day or two to the end of a shoot day range, it is better to accomplish this directly on the Stripboard. (See Section 9.7-6* Entering Day Breaks One Day at a Time*).*

### 9.3-6 Setting Crew and Cast Call Times

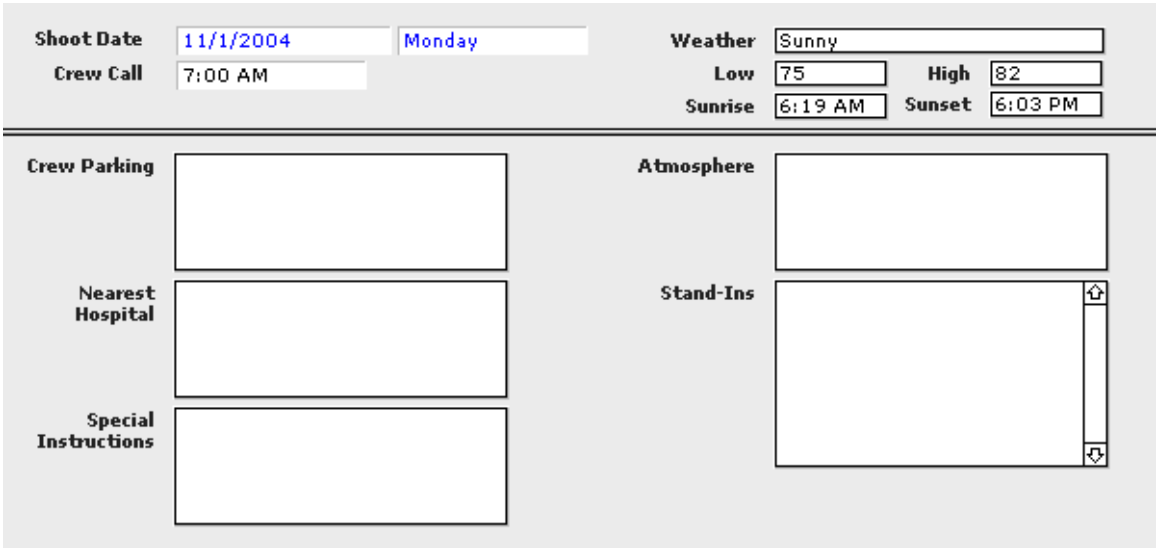
Crew and cast call times can be set for each day by clicking the appropriate column for the desired shoot day.




**Notes and Call Sheet Misc**

Notes can be entered for each shoot day. There is also an option to include notes for the entire phase, and the entire project.

Click Call Sheet Misc to view the following screen:




This information will appear on the Scene/Cast Call Sheet.

## 9.4 Breakdown Sheets

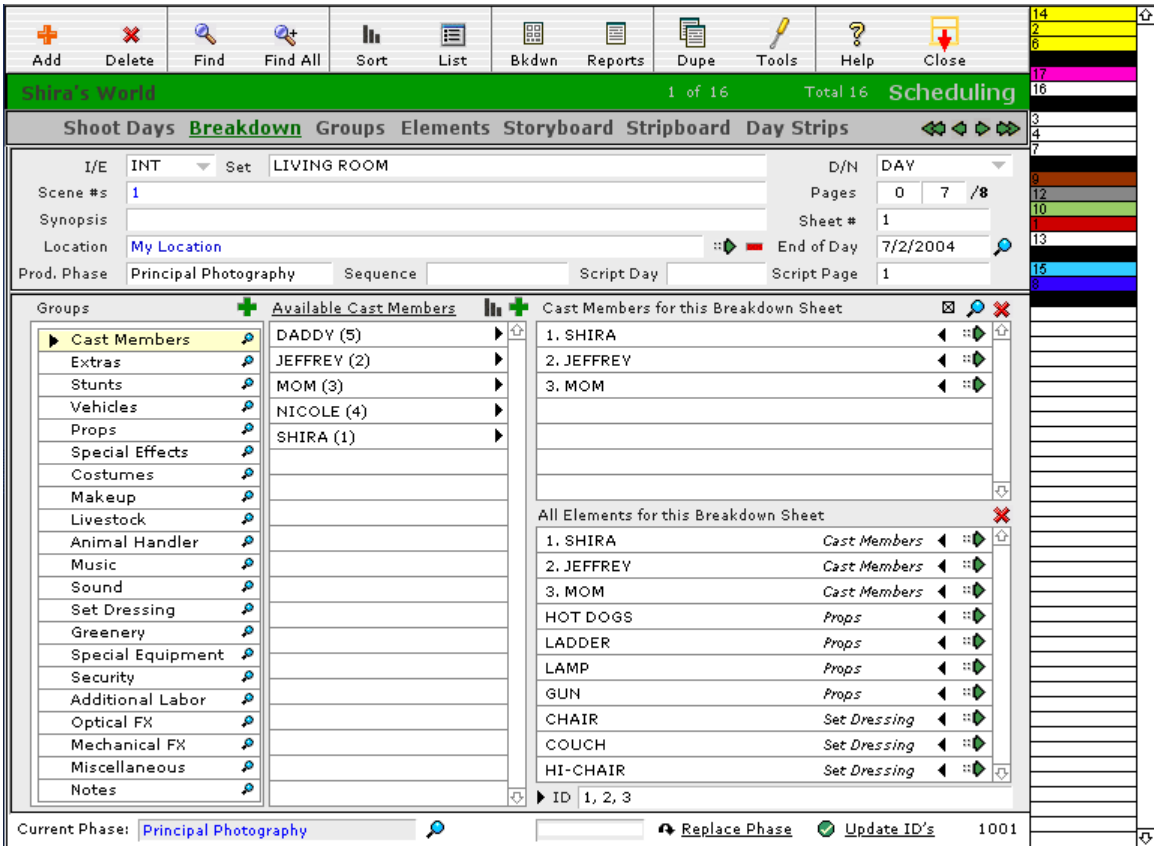
A breakdown sheet list all of the information that pertains to a scene. This includes all of the characters, props, stunt, and other elements necessary to shoot that scene.

### 9.4-1 Adding Breakdown Sheets Manually

To add breakdown sheets manually, do the following:

1. Click `Scheduling` on the Main Menu.
2. Click `Breakdown Sheets.`
3. Click `Add.`

4. Begin entering breakdown sheet information for the scenes.




## Fields in the Breakdown Screen

The Breakdown Screen has the following fields:

| Fields in the Breakdown Screen | |
|---|---|
| **Field** | **Description** |
| I/E* | INT (interior) or EXT (exterior). |
| Scene#s* | Scene number or numbers. |
| Synopsis | A short description of the scene. This will appear on the stripboard. |
| Location | The location where the scene will take place. Locations are entered in the Location Module and connected to scenes here. |
| Prod. Phase | The production phase attached to the current breakdown sheet. |
| Sequence | Text field. |
| Set* | Where the scene takes place. |

| Fields in the Breakdown Screen | |
|---|---|
| **Field** | **Description** |
| Script Day | The day in the story the scene takes place |
| D/N* | The time of day the scene takes place. Use one of the following:<br>DAY<br>NIGHT<br>MORNING<br>EVENING<br>DUSK<br>AFTERNOON<br>SUNRISE<br>SUNSET<br>MIDNIGHT<br>OTHER |
| Pages* | Number of pages for the scene. The industry standard is to break the page into eighths. |
| Sheet#* | Breakdown sheet number. If there is one scene per breakdown sheet, these numbers should correspond to the scene number. If there is multiple breakdown sheets per scene, they can differ. |
| End of Day | The shoot day. This date is scheduled on the stripboard. |
| Script Page* | The page number where the scene starts in the screenplay. |
| Groups | Groups to which elements are attached. This helps in organizing elements. Gorilla comes with 18 pre-set groups. (See Section 9.5 Groups). |
| Available Element | Elements that are available to use for the specified group. |
| ID | Character ID field (Scheduling ID). |

*Information that can be imported from Final Draft and Movie Magic Screenwriter.

### 9.4-2 Duplicating a Breakdown Sheet

In order to duplicate a breakdown sheet, do the following:

1. Click  on the Toolbar.

2. Select `Duplicate`.

The breakdown sheet and all its related elements will be duplicated. Now, the new breakdown sheet can be customized as needed for the next scene.

### 9.4-3 Splitting a Breakdown Sheet

Splitting a breakdown sheet is the same as duplicating a breakdown sheet, except that the breakdown sheet can be duplicated 2 – 7 times, and the split breakdown sheets are all linked together. This is useful if a scene is to be spread over a period of more than one day and multiple strips on the stripboard are required for this purpose.

To split a breakdown sheet, do the following:

1. Click  on the Toolbar.

2. Select `Split`.

3. Specify how many days over which the scene is to be split (from 2 to 7 days).

The breakdown sheet will be duplicated. An orange dot will appear next to all split scenes when viewing scenes in the List View.

### 9.4-4 Removing a Split from a Breakdown Sheet

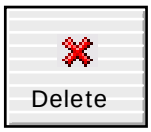
To remove all the split breakdown sheets, find the breakdown sheet that has been split into several sheets and click  . All sheets that have been split will de deleted.

### 9.4-5 Deleting Multiple Breakdown Sheets

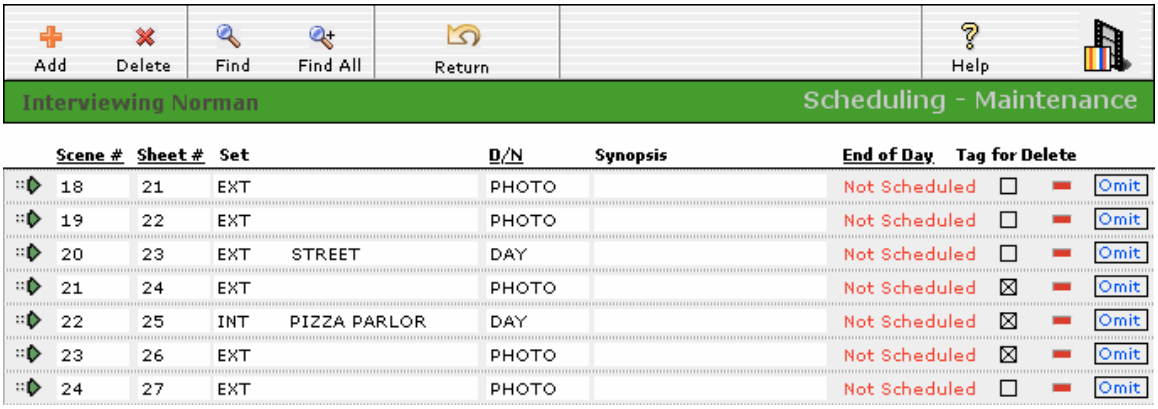
In order to delete multiple breakdown sheets quickly, do the following:

1. Click `List` on the Toolbar.


2. SHIFT-CLICK `Delete` on the Toolbar.




The Breakdown Sheet Maintenance Screen will appear, shown below:




3. By clicking the button next to a breakdown sheet line item, the breakdown sheet will be immediately deleted (and consequently the related strip on the Stripboard).

There will not be a delete warning, so be careful!

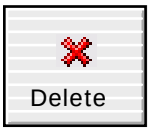
4. Click `Return` to return to the Breakdown Screen.


## Another Way to Delete Multiple Breakdown Sheets

The following is another method for deleting multiple breakdown sheets:

1. Click `List` on the Breakdown Screen Toolbar.

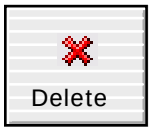

2. SHIFT-CLICK `Delete` on the Breakdown List Screen Toolbar.




The Breakdown Sheet Maintenance Screen will appear

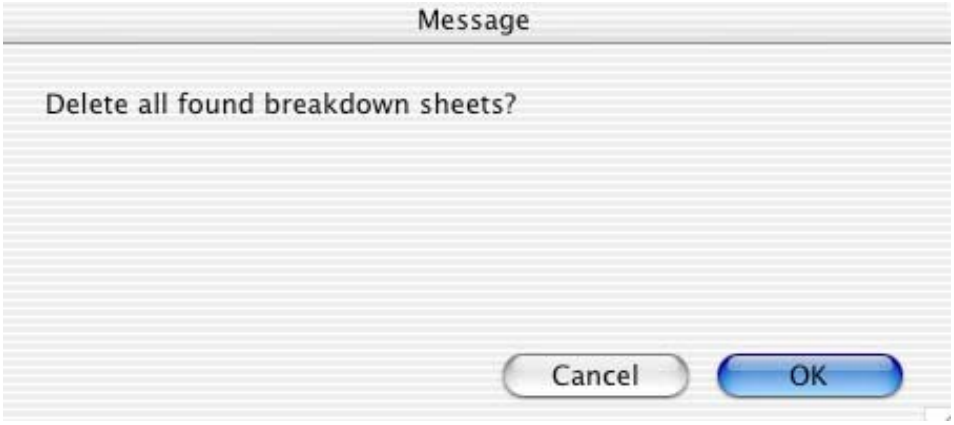
3. Click the checkbox in the `Tag for Delete` column for all breakdown sheets to be deleted.

4. Click `Delete` on the Toolbar.




5. All tagged breakdown sheets will be grouped and displayed. They are not yet deleted.

6. SHIFT-CLICK `Delete` again. The following message will appear:




7. Click `OK`.

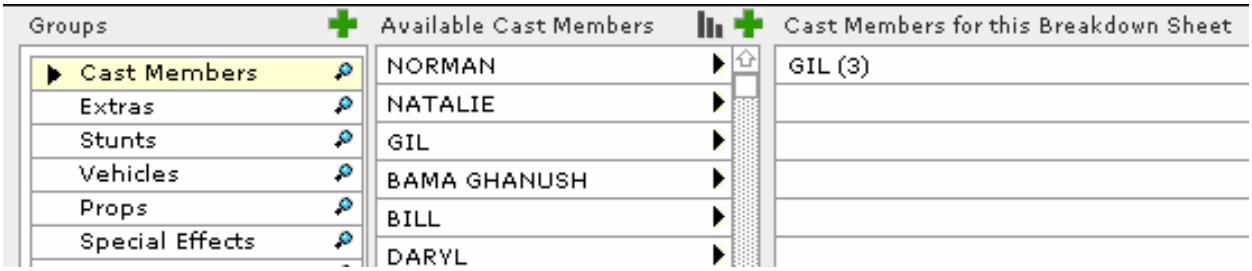
8. Click `Return` to return to the Breakdown Screen.


## 9.4-6 Adding Elements to a Breakdown Sheet

Elements are items that are scheduled onto breakdown sheets so that the Production Designer, Costumer, Prop Master, Set Dresser, etc., know what to prepare for that day of shooting.

If screenplay information was imported into Gorilla using one of the supported formats then, at the very least, characters will have been converted to elements and are available for scheduling.

**Adding a Cast Member to a Breakdown Sheet**



1. Select Cast Members from the Groups Window.

2. All available cast members (characters) will appear in the middle Available Cast Members Window.

Important Note: If a cast member is not visible here, yet exists in the Character Module, this character must be converted to a breakdown element. (See Section 9.6-10 Import Cast: Convert from Characters to Elements).

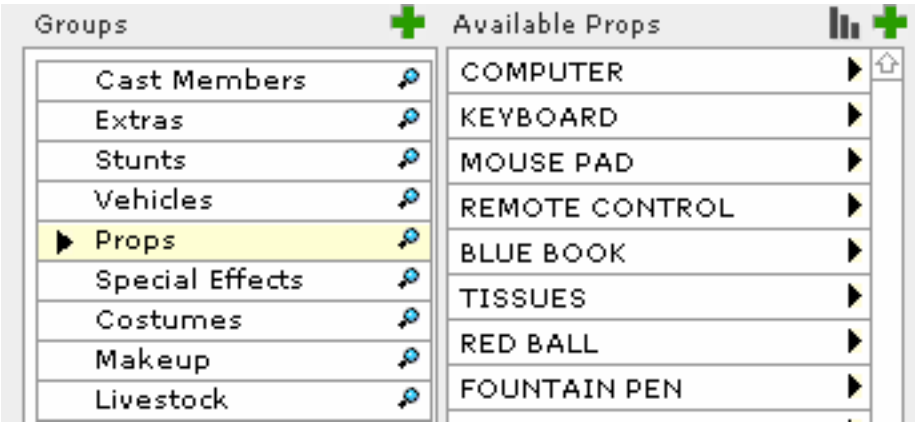
3. Select the desired cast member.

4. The cast member will appear on the right Cast Members for this Breakdown Sheet Window.

## Adding a Non-Cast Member to a Breakdown Sheet

Adding other elements such as *Props* or *Costumes* to a breakdown sheet is similar to adding cast members.

To add props to a breakdown sheet, do the following:




1. Select the props from the Groups Window.

2. All available Props will appear in the middle Available Props Window.

3. Select the desired prop.

The prop will appear on the right Props for this Breakdown Sheet Window.

## Creating a New Element

To create a new element, do the following:

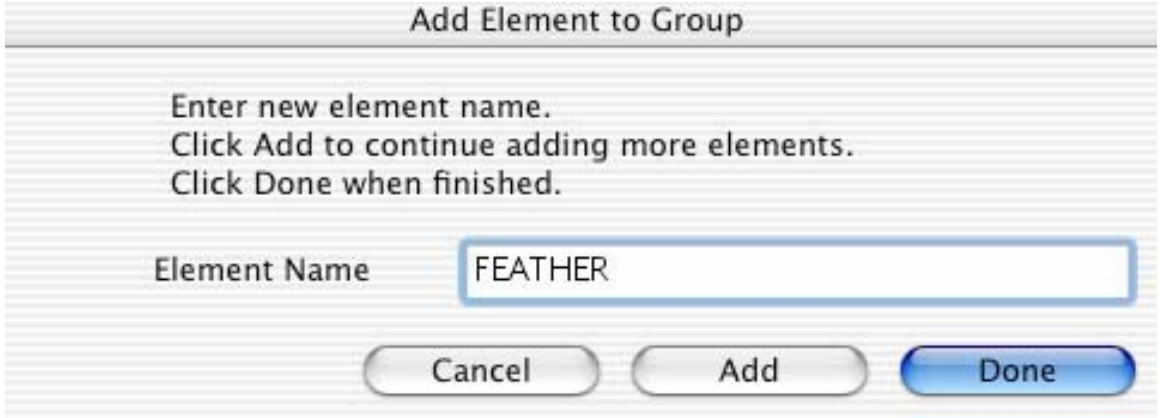
1. Select the appropriate group for the new element.

2. Click on the middle window.

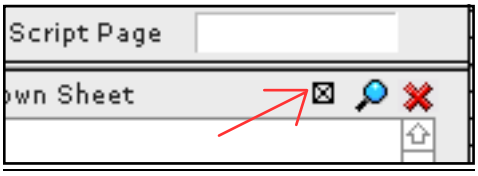
3. Enter the name of the new element in the `Element Name` field.

4. Click `Add` to create more elements.

5. Click `Done` when finished.




If the *Add Element to Current Breakdown Sheet* Checkbox is selected, this element will be automatically added to the current breakdown sheet.

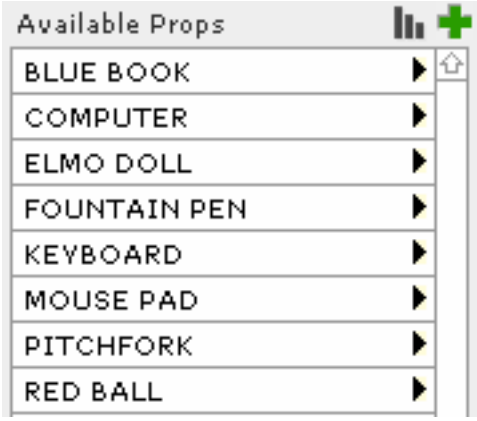



To create elements in this manner and not have them automatically attached to the current breakdown sheet, deselect this checkbox.

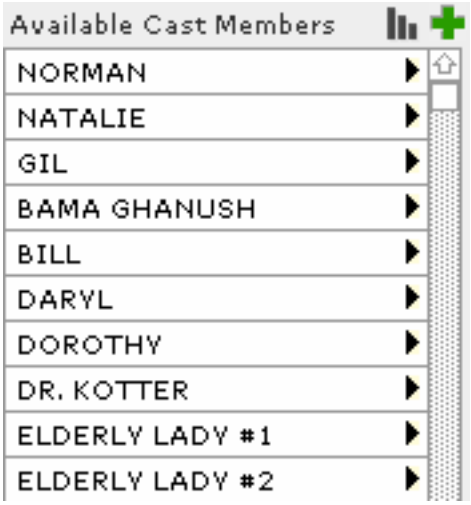
## Sorting Elements

When creating breakdown sheets, sometimes a different sort order will help when viewing all the available props or cast members to choose from. These lists can get very large. (See Section 9.6-6 Hiding Elements). To change the sort order of the middle Available Elements Window, click (located on the top/middle of that window). The available elements can be sorted by ID or by name.

Example A: Props sorted by NAME.




Example B: Cast Members sorted by ID




In the above two examples, it makes more sense to sort the Cast Members by ID because the lead characters are used more often than the others. However, it makes more sense to sort props alphabetically by name.

### 9.4-7 Character ID's

The (number) next to the cast member is the scheduling ID for that cast member.

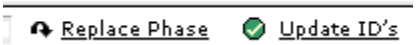

On the bottom of the breakdown sheet there is an ID field. The numbers that are in the field correspond to the Character ID's for the Cast Members that are scheduled for that breakdown sheet. These numbers also appear on the stripboard.

To manually update the numbers in the Character ID field to reflect what is scheduled on the breakdown sheet, click the black arrow ▶ in front of the ID label.

### 9.4-8 Updating Character IDs

Character IDs that have been changed manually can be updated to reflect what is scheduled on the breakdown sheet. To update character IDs, do the following:

1. Click `Update ID's.`




2. Choose either to update the current breakdown sheet, are all the breakdown sheets in the currently found set.

### 9.4-9 Viewing Breakdown Sheets in List View

To view breakdown sheets in a list view, click .

| | Scene # | Sheet # | I/E | Set | D/N |
|---|---|---|---|---|---|
| | 25 | 28 | INT | NORMAN'S OFFICE | DAY |
| | 26 | 32 | INT | BATHROOM | DAY |
| | 27 | 33 | EXT | NORMAN'S | DAY |
| | 28 | 34 | INT | LOU BOSSONOVA'S | DAY |
| | 29 | 37 | EXT | NORMAN'S | DAY |
| | 30 | 38 | EXT | DESERT | DAY |
| | 31 | 40 | INT | NORMAN'S OFFICE | DAY |
| | 32 | 41 | INT | NORMAN'S OFFICE | DAY |

This makes it easier to view breakdown sheet information. To sort the breakdown sheets, click an underlined title of the appropriate column. In the example above, the list is sorted by scene number, indicated by the blue and underlined Scene #.

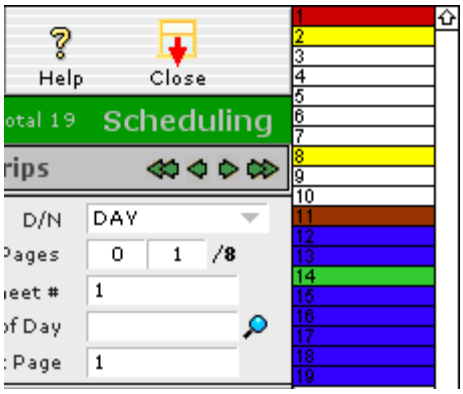
Information can be edited in this layout as well.

To view a breakdown sheet, click the corresponding to the appropriate row.

To remove a row from the list view, click Omit. The row will not be deleted.

### 9.4-10 Mini-Strips

The mini stripboard, seen to the right of the breakdown sheet, corresponds to the stripboard.




Click on a strip in the mini-stripboard to navigate to that breakdown sheet.

*Important Note: Mini-strips will correspond to the currently chosen stripboard sort order.*

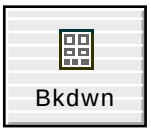
The highlighted strip is the strip/breakdown sheet currently in view.

A black end-of-day strip indicates a day break.

Mini-strips can be hidden by setting a preference on the Breakdown Preferences. The inclusion of scene numbers on the mini-strips can turned on or off here as well. (see Section 16.1-4 Breakdown Preferences).

### 9.4-11 Viewing/Printing Printable Breakdown Sheets

To view and print breakdown sheets, click `Bkdwn` on the Toolbar.




Breakdown sheets can be printed in 5 ways. They are as follows:

1. 1-Page Standard boxed breakdown sheets (18 groups per page/5 pages max. per sheet)

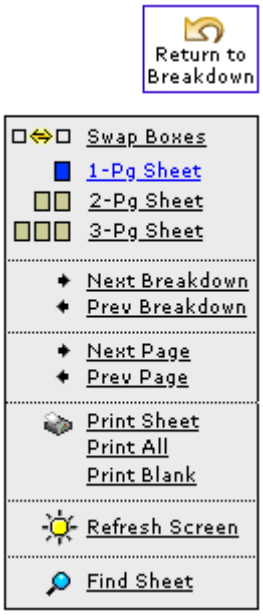
2. 2-Page Standard boxed breakdown sheets (21 groups per 2 pages/10 pages max. per sheet)

3. 3-Page Standard boxed breakdown sheets (21 groups per 3 pages/15 pages max. per sheet)

4. Shooting Schedule Report by Day

5. Shooting Schedule Report by Scene

Furthermore, the Shooting Schedule Reports can be sorted by either Element ID or Element Name and customized as to where the page break occurs – either by day or by scene.




To navigate from one breakdown sheet to the other, click `Next Breakdown` or `Prev Breakdown`.

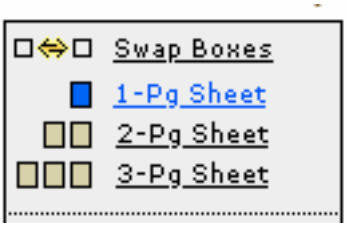
To navigate to the next page of the current breakdown sheet, click `Next Page`. Not all breakdown sheets will have more than one page.

To print the current breakdown sheet, click `Print Sheet`.

To print all the breakdown sheets for the current project, click `Print All`.

## Switching from 1-, 2-, and 3- Page Sheets

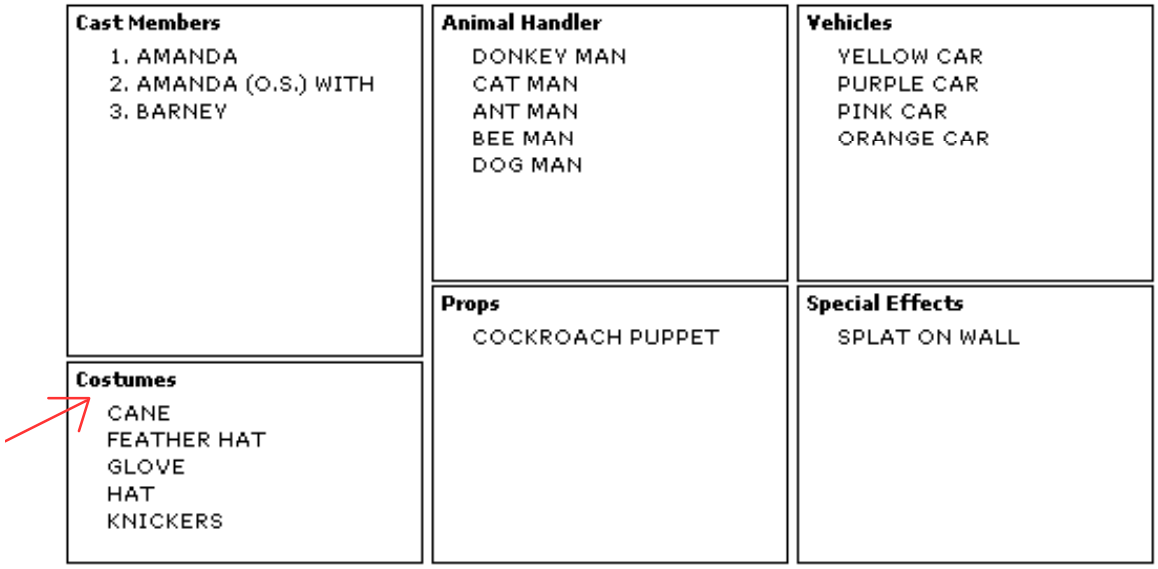
To switch from 1-page, 2-page, and 3-page breakdown sheets, click the appropriate button.




The blue box indicates the current view. 2-page and 3-page breakdown sheets allow more room for elements than the 1-page breakdown sheet.

## Swapping breakdown sheet boxes

It may be a good idea to swap boxes.



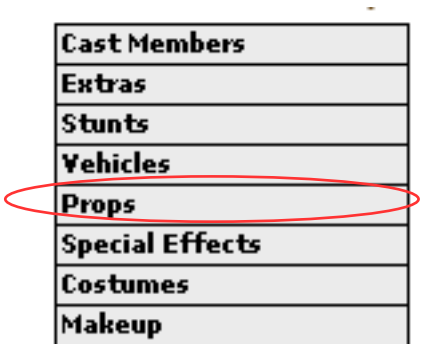

For example, in the breakdown sheet above, the group Costumes has more items than the group Props. In fact, the list of costumes continues onto the next page. To maximize space and to eliminate wasted paper, the Costumes box and the Props box can be swapped, allowing more room for costumes.

To swap a breakdown sheet box, do the following:

1. Click Swap Boxes.

2. Click the Costumes box. The title will turn red.

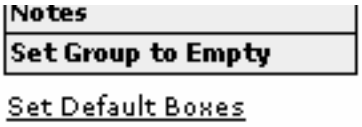
3. From the list of groups shown on the right-hand side of the screen, select Props.




Repeat this procedure for the Props box.

## Assigning an empty box

When swapping breakdown sheet boxes, it is not a good idea to have two or more boxes assigned to the same group. This will cause confusion both visually and administratively. To make the box empty (no title and no elements), use the Swap Boxes feature and select `Set Group to Empty`.




## Resetting breakdown sheet boxes

To reset breakdown sheet boxes to the default setting, click `Set Default Boxes`.

## Adding Elements Directly onto a Breakdown Sheet

To add elements directly onto a breakdown sheet, click the appropriate group. For example, if the Props box is clicked, the following screen will appear:


Select any element from the Pick Props Screen and it will be added directly onto the printable breakdown sheet.

Using this method to add elements to the breakdown sheets is slower than adding them from the Breakdown Sheet Screen.

*Important Note: An element can only be added to a breakdown sheet on this screen. An element cannot be removed, created, or deleted.*

To add another element to the breakdown sheet from another group, click that group. To return to the Printable Breakdown Sheet Screen, click `Return to Preview`.

**Printing Blank Breakdown Sheets**

To print a blank breakdown sheet, click `Print Blank`.

**Breakdown Sheet Print-Outs vs. Summary Reports**

Breakdown sheets are an industry standard and were designed by production designers before there were computers. Gorilla prints standard breakdown sheets, but Gorilla also prints elements in a Group List or in a Shooting Schedule Report that is more efficiently designed. Compare all three ways and decide which one is best for you.

## 9.4-12 Importing Breakdown Sheet Information from a Screenplay Program

Gorilla can import breakdown sheet information from the following sources:

- Final Draft
- Movie Magic Screenwriter

This procedure is covered in Section 6.2 Importing Characters and Breakdown Sheets from a Screenplay Program. Please read that section carefully, especially the information about Preparing the Screenplay.

## 9.4-13 Re-Importing a Script

Following major screenplay revisions, it may be appropriate to re-import the data from the screenplay. The first step is to delete the current scheduling data to avoid doubling the scenes, characters, props, etc.

**Deleting the Old Schedule**

To delete the old schedule, do the following:

1. Make sure the appropriate project is current (See Section 5.1-3 Switching a Project).
2. Click `Scheduling` on the Main Menu, and then click `Breakdown Sheets`.
3. Click `Tools` on the Toolbar.
4. Click `Delete Scheduling`.
5. Re-import the screenplay.

### 9.4-14 Renumbering Scenes

To change the scene numbers from the ones that were imported from a script, modify the Scene Number Field on each breakdown sheet. If there are many scenes to renumber, it will be quicker to modify scenes numbers in list view.

Gorilla also has an auto-renumber feature. To automatically renumber scenes, do the following:

1. Use the Find command (click `Find` on the toolbar) to find the group of breakdown sheets that are to be renumbered.

2. Use the Sort command (click `Sort` on the toolbar) to sort the breakdown sheets in the new order.

3. Click `Tools` on the Toolbar. Select `Renumber Scenes/Sheets`.

4. Select `Replace with Serial Numbers`, and increment by 1.

5. Click `Replace`.

## 9.5 Groups

Groups are categories to which elements belong. Gorilla has 21 pre-set groups for use on breakdown sheets. They are:

1. Cast Members
2. Extras
3. Stunts
4. Vehicles
5. Props
6. Special Effects
7. Costumes
8. Makeup
9. Livestock
10. Animal Handler
11. Music
12. Sound
13. Set Dressing
14. Greenery
15. Special Equipment
16. Security
17. Additional Labor
18. Optical FX

19. Mechanical FX
20. Miscellaneous
21. Notes

To access these groups, do the following:

1. From either the Breakdown Sheet Screen or the Main Menu/Scheduling, click `Groups`.

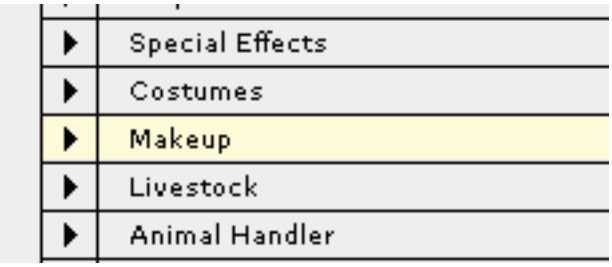
2. To view related elements for each group, click the group name.

The elements that belong to the highlighted group will appear on the right.

### 9.5-1 Modifying Group Names

Gorilla is limited to having 21 groups, but the names of these groups can be modified, except for Cast Members and Props.

To modify a group name, click the black arrow next to the appropriate group.




Select from the pop-down list of all available group names. To create a new group name, do the following:

1. On the Groups Screen, click Value List .

2. Click and add a new group.

3. When finished, click `Done` to close the window.

The new group(s) created will now be available.

### 9.5-2 Adding Elements from the Groups Screen

The Groups Screen is a great way to add elements. To quickly view what elements are already attached to which groups, click a group name in the left window.

Elements can be displayed alphabetically or by their Element ID/Scheduling ID. For cast members this will be the Scheduling ID while for other elements this ID

will correspond to the order the elements were created. To change the sort order, click `Sort`.

To add an element on this screen, do the following:

1. Click the appropriate group.
2. Click the above the elements column on the right.
3. The Add Elements Window will appear.
4. Enter the name of the new element.
5. Click `Add`. Continue adding elements to this group as necessary.
6. Click `Done`.

## 9.6 Elements

Elements are characters or items used to breakdown a screenplay. If a scene has a character and the character picks up a pencil and places it on a table, that scene has three elements: The character, the pencil and the table.

Each element is associated with a group. In the example above, the relationship to groups would be as follows:

| Example of Elements and Their Related Groups | |
|---|---|
| **Element** | **Group** |
| Character | Cast Member |
| Pencil | Prop |
| Table | Set Dressing |

Groups are customizable (see Section 9.5 Groups). Elements are specific to a project.

*Important Note: Elements can be shared from one project to another. See Section 9.6-7* Copying an Element to Another Project.

There are two ways to access the Elements Screen:

1. Click `Scheduling` on the Main Menu and then click `Elements`.

or

2. From the Groups Screen or Breakdown Screen, select `Elements` from the Gray Command Bar.

On the Elements Screen, view elements by selecting a group on the right side of the screen.

### 9.6-1 Renaming an Element

To modify an element name, select the element and rename it.

### 9.6-2 Deleting an Element

Select the element and click ▬.

*Important Note: Warning! Deleting an element will deleted it from all parts of the project, including breakdown sheets.*

### 9.6-3 Element Preferences

To modify preferences for a particular element, do the following:

1. From either the Groups Screen or the Elements Screen, find the desired element and click ▶.

2. The Element Preferences Screen will appear, where the following preferences can be set:

| Preferences for Elements | |
|---|---|
| **Preference** | **Description** |
| Allow Holds | If checkmarked, when running a Day out of Days Report, this element will hold for the number of days indicated in `Days Held before Drop`. |
| Allow Drops/Pickups | If checkmarked, this element will drop and then pickup in the number of days indicated in `Days Held before Drop`. |
| Drop to Use | Specify a number (by default set to 1) which will indicate which drop to use if the element is eligible to be dropped more than once. |
| Days Held before Drop | Specify a number (SAG rules dictate 10-14) which specify how many days an element is held before dropped. |

### 9.6-4 Day out of Days Example

If the character MARY is scheduled to shoot on the following days:

04/01/2004
04/02/2004

04/05/2004
04/11/2004
04/24/2004

And her element preferences are set to the following:

Allow Holds = x
Allow Drops/Pickups = x
Drop to use = 1
Days Held before Drop = 10

After running a Day out of Days Report, her report would like this:

| 4/1 | 4/2 | 4/3 | 4/4 | 4/5 | 4/6 | 4/7 | 4/8 | 4/9 | 4/10 |
|---|---|---|---|---|---|---|---|---|---|
| SW | W | H | H | W | H | H | H | H | H |

| 4/11 | 4/12 | 4/13 | 4/14 | 4/15 | 4/16 | 4/17 | 4/18 | 4/19 | 4/20 |
|---|---|---|---|---|---|---|---|---|---|
| WD | | | | | | | | | |

| 4/21 | 4/22 | 4/23 | 4/24 |
|---|---|---|---|
| | | | PWF |

Explanation of above matrix:

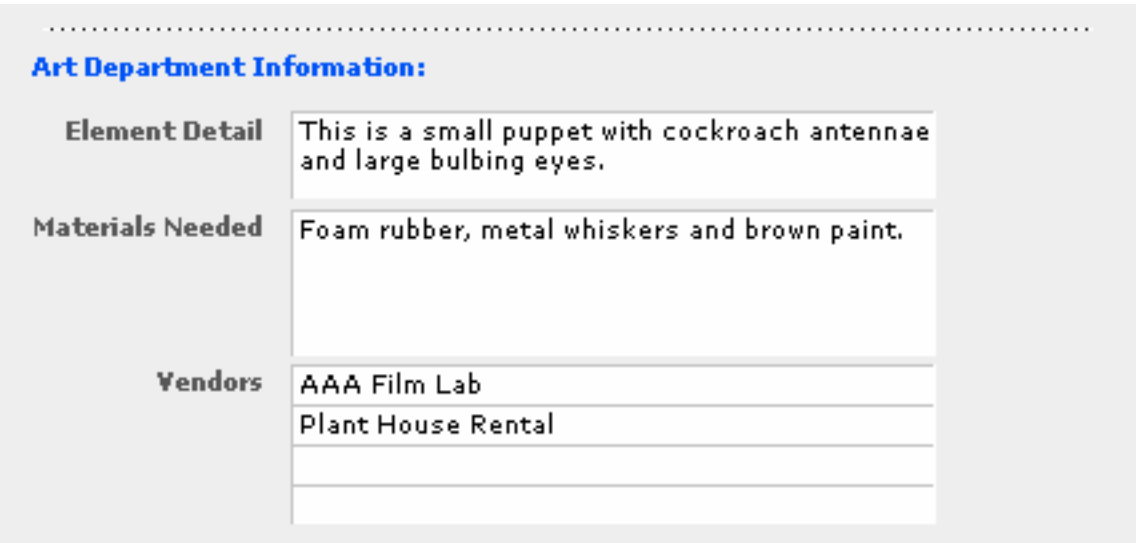
On 4/1 Mary begins shooting, so her legend is *SW* which stands for START WORK. She returns the next day, which is 4/2 so that box is tagged with *W,* which stands for WORK. She does not return until 4/5, which is three (3) days later. Since we are allowing HOLDS for Mary, we need to hold these days, which are signified with an *H*. The next day she works is 4/11, which is 6 days later. Since we do not attempt to drop her unless she is not working for 10 days, these days are also held. After 4/11, Mary does not work again until 4/24, which is also her last day of work. Since this span is more than 10 days, we drop her on 4/11, signified with a *WD (WORK DROP)*, and then have her picked-up on 4/24, signified with a *PWF (Pickup/Work/Finish).*

### 9.6-5 Art Department Details for Elements

The Production Designer, Costumer, Set Designer, Prop Master, or any other member of the Art Department can enter detailed information about an element here.

This is extremely useful for storing detailed information about a prop or piece of wardrobe for research, design, purchase, or any number of other uses. To enter detailed information about any element, go to the Elements Screen and click the green arrow in the `Preferences` column.


The following window will appear on the lower-half portion of the screen:




Enter detailed information about the element, materials needed to construct or design that element, or notes about that element, and up to four vendors from which the element requires materials.

When finished, print an Art Department Report that will summarize this information.

### 9.6-6 Hiding Elements

Elements can be hidden from the Available Elements Window on the Breakdown Sheet Screen.

**<u>When To Use Hide Elements</u>**

This is useful if a production has many props, say over a hundred, and many of them are only used once or twice throughout the production. In this case, it is best to "hide" an element that has already been scheduled so it will not be visible in the Available Elements Window. The remaining elements will then be easier to find.

Hiding elements does not delete the element, but makes the element temporarily invisible.

To hide an element from a breakdown sheet, do the following:

1. Go to the Elements Screen.

2. Select the appropriate element and select the `Hide` checkbox.

To unhide the element, return to the Elements Screen and uncheck `Hide`.

### 9.6-7 Copying an Element to Another Project

In order to reuse an element from one project to another without recreating the element, do the following:

1. Go to the Elements Screen and find the desired element.

2. Click the . A list of projects will appear.

3. Select the project to which the element is to be copied.

This will not work for characters.

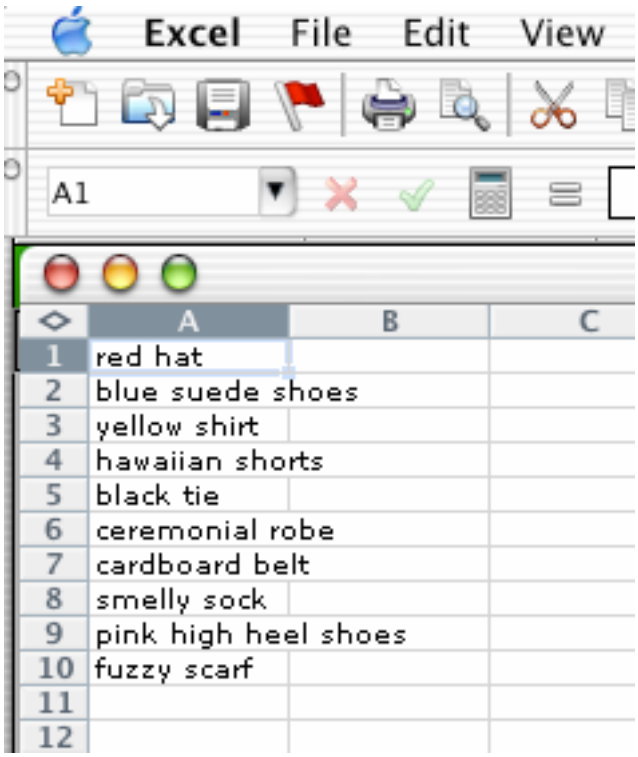
### 9.6-8 Importing Elements from Another Source

Gorilla can import elements from a Word list, an Excel spreadsheet, or a FileMaker Pro database.

**Preparing the File**

To import the elements properly, go to the source application where the elements reside and prepare the data as follows:

In the figure below, a list of costumes is being imported from an Excel spreadsheet running on a Macintosh.




Prepare the elements in a single column. Each element should be on its own row. Close the source application and return to the Elements Screen.

**Importing the Elements**

To import elements, do the following:

1. Click `Import`.


2. Click `Elements`.

3. Select the appropriate Group. In the example above, `Costumes` should be selected. Click `Import`.

4. Locate the file and click `Open`.

## 9.6-9 Exporting Elements to Another Source

To export elements, do the following:

1. Click `Export`.


2. An Export Map will appear.

3. Clicking `Export` will export all the found elements. To export all the elements for all projects, click `Find All` and then click `Export`.

### 9.6-10 Import Cast: Convert from Characters to Elements

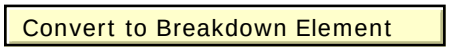
Characters that were created manually (not imported from a screenplay program) must be converted to elements if they are to be scheduled.

To individually convert a character to an element, do the following:

1. Go to the Characters Module and find the desired character.

2. Click `Stats` on the Gray Command Bar

3. Click `Convert to Breakdown Element`.




## 9.7 Stripboard

The stripboard is used to rearrange scenes into shooting order.

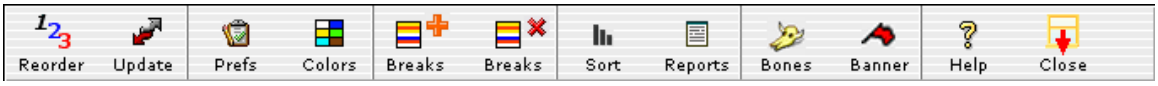
*Important Note: Before rearranging strips on the stripboard, complete the following: a) Create a production phase, b) Enter all breakdown sheets, c) Create shoot days, including days off and holidays.*

To access the Stripboard, click `Scheduling` on the Main Menu and then click `Stripboard`, or click `Stripboard` on the Gray Command Bar on any Scheduling Module Screen.

Only strips pertaining to the phase selected will be visible. Remember: All breakdown sheets must be attached to a production phase. (See 9.2 Production Phases).

### 9.7-1 Stripboard Toolbar

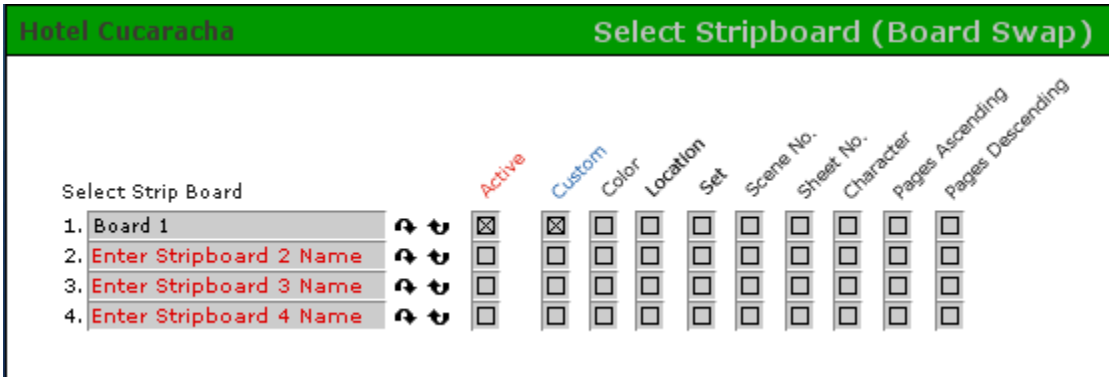
The Toolbar on the Stripboard is much different than the Toolbar on other screens.



| Explanation of Stripboard Toolbar buttons | |
|---|---|
| **Button** | **Description** |
| Reorder | Reorder strips. |
| Update | Click `Update` before running a report if any changes have been made to the stripboard. |
| Prefs | Opens the Stripboard Preferences Screen. |
| Colors | Modify the colors of the D/N field. |
| + Breaks | Add day breaks to the stripboard. |
| - Breaks | Remove day breaks from the stripboard. |
| Sort | Sort the stripboard. The will open the Board Swap Screen. |
| Reports | Opens the Scheduling Report Menu (Print strips is here). |
| Large | Change the view from Small Strips to Large Strips and vice-versa. This option can also be set in Preferences. |
| Bones | View strips in the Boneyard. |
| Banner | Add a banner to the stripboard. |

## 9.7-2 Choosing a Sort Order

Upon first entry, the Board Swap Screen will appear:




Gorilla can save up to 4 different stripboard sort scenarios. This is explained in Section 9.7-3 Custom Sort Order.

Name the stripboard. In the example above, the name is: Original Shoot Order.

Select an initial sort order for the strips by choosing from the following default sorts:

- Color
- Location

- Set
- Scene No.
- Sheet No.
- Character
- Pages Ascending
- Pages Descending

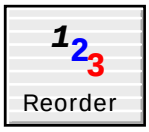
| Explanation of the Default Sort Orders | |
|---|---|
| **Order** | **Description** |
| Color | This is the color of the strip. The color of the strip is defined by the D/N field. (DAY, NIGHT, MORNING, EVENING, ETC.) See Section 9.7-13 Selecting Colors for the Stripboard for more information. |
| Location | This will sort by the physical location of the scene. This feature works in conjunction with the Locations Module. (See Section 12 Locations) Locations must be attached to each breakdown sheet for this to work. |
| Set | This is the set description entered on the breakdown sheet. |
| Scene No. | Scene Number entered or imported onto the breakdown sheet. |
| Sheet No. | Sheet Number entered or imported onto the breakdown sheet. |
| Character | The Character ID entered onto the breakdown sheet. If there is more than one on a sheet (i.e.: 1, 3, 5, 8), this will not sort perfectly. |
| Pages Ascending | Sort by the page count, starting from the smallest number up. |
| Pages Descending | Sort by the page count, starting from the largest number down. |

The default sort orders help to start ordering strips in a way that will make sense for a particular project. For example, to shoot all the scenes together that are going to take place at one location (i.e STEVE'S HOUSE), sort by location first. On the other hand, to shoot in screenplay order, sort by the SCENE NO., and then begin to custom sort the strips.

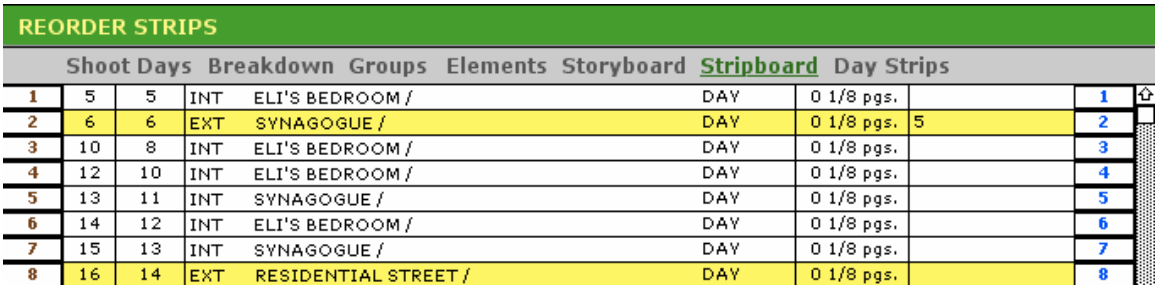
### 9.7-3 Custom Sort Order

After sorting strips by a default sort order, begin to custom sort the strips.

Click the Reorder button.




The following screen will appear:



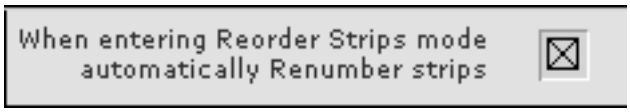
REORDER STRIPS

Shoot Days Breakdown Groups Elements Storyboard Stripboard Day Strips

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | 5 | INT | ELI'S BEDROOM / | DAY | 0 1/8 pgs. | | 1 |
| 2 | 6 | 6 | EXT | SYNAGOGUE / | DAY | 0 1/8 pgs. | 5 | 2 |
| 3 | 10 | 8 | INT | ELI'S BEDROOM / | DAY | 0 1/8 pgs. | | 3 |
| 4 | 12 | 10 | INT | ELI'S BEDROOM / | DAY | 0 1/8 pgs. | | 4 |
| 5 | 13 | 11 | INT | SYNAGOGUE / | DAY | 0 1/8 pgs. | | 5 |
| 6 | 14 | 12 | INT | ELI'S BEDROOM / | DAY | 0 1/8 pgs. | | 6 |
| 7 | 15 | 13 | INT | SYNAGOGUE / | DAY | 0 1/8 pgs. | | 7 |
| 8 | 16 | 14 | EXT | RESIDENTIAL STREET / | DAY | 0 1/8 pgs. | | 8 |

Gorilla will automatically renumber the strips numerically.

*Important Note: To turn off the option to automatically renumber strips, go to Preferences/Strips.*




The brown numbers on the left side of the screen are pop-up lists that can be clicked and changed relevant to the other strips.

The blue numbers on the right side of the screen can be entered into and changed manually with the keyboard.

In the example above, to move Sheet 6/Scene 6, the 2nd strip, to appear below Sheet 15/Scene 13, the 7th strip, click the blue number field corresponding to the 2nd strip and type: 7.5. Hit the *Enter* key. The entire stripboard will resort according to the new number scheme.

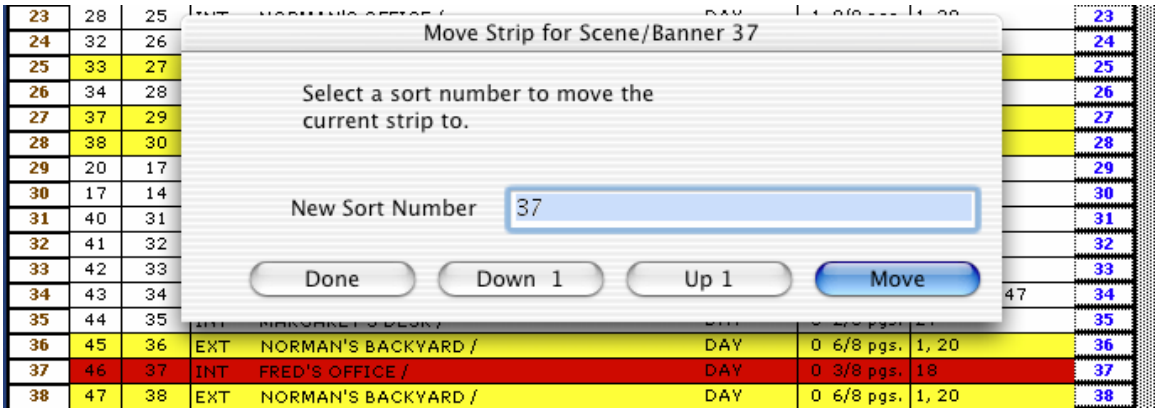
A red bullet beside the brown number will indicate that the stripboard order has been changed.

| | | |
|---|---|---|
| 6 | 14 | 12 |
| 7 | 15 | 13 |
| 7.5 ● | 6 | 6 |
| 8 | 16 | 14 |
| 9 | 24 | 22 |

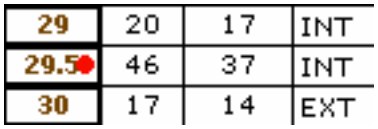
Click `Renumber`. This will renumber the stripboard from 1 on, correct duplicate numbers, turn decimals into whole numbers, and get rid of the red bullet.


## The Click Method

An alternative way to move a strip is to click it.

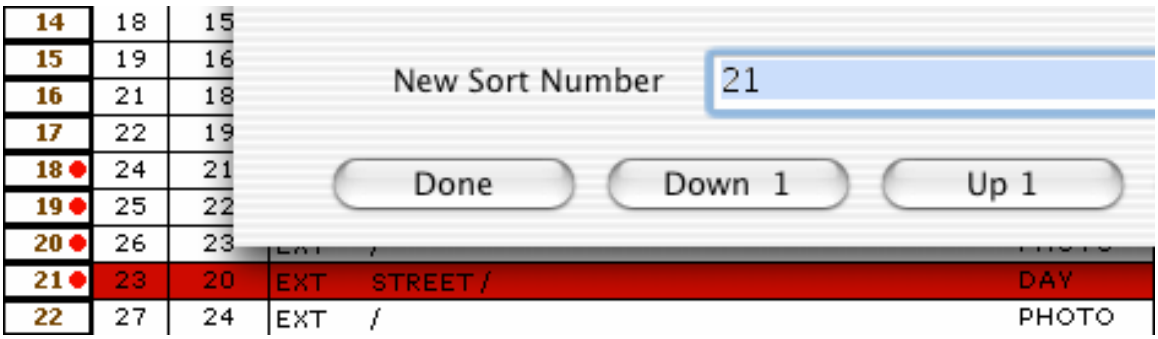



The strip will highlight in RED and the dialog box shown above will appear. In the example above, the strip highlighted is sort number 37. To move that strip between strip number 29 and 30, enter sort number 29.5 in the New Sort Number Field and click `Move`.




To renumber the strips starting from 1, click `Renumber`.

Yet another way to move a strip is to click `Down 1` or `Up 1`. By doing this, the strip will automatically move down 1 or up 1 and also be renumbered to reflect its new sort order.

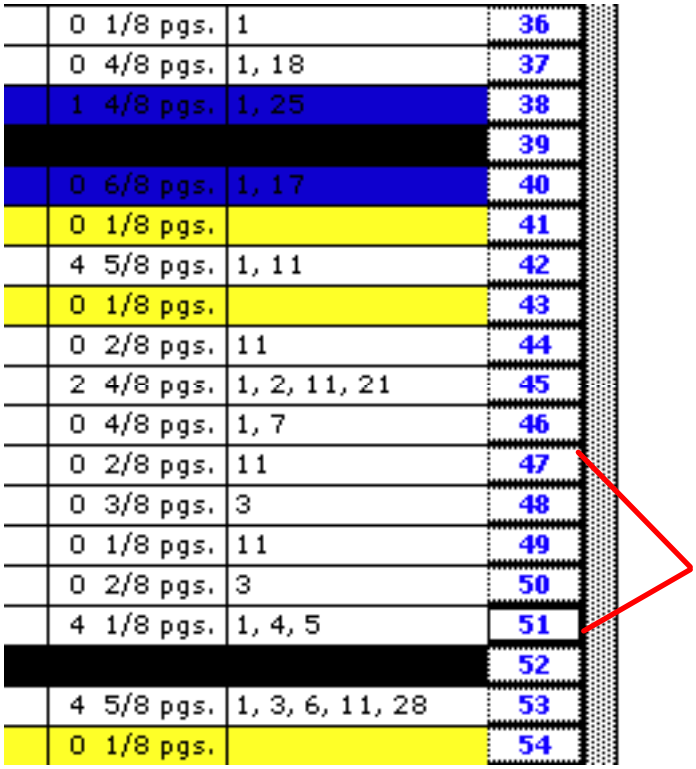


In the example above, we initially selected the highlighted strip when it was on sort number 18. We kept on clicking Down 1, four times, until we achieved the right location for the strip. When the strip is in the desired location, click `Done`.

## Moving Multiple Strips

A quick way to move multiple strips is to do the following:

In the example below, we want to move the strips numbered 47, 48, 49, 50, and 51 between the strips 37 and 38.



| | | |
|---|---|---|
| 0 1/8 pgs. | 1 | 36 |
| 0 4/8 pgs. | 1, 18 | 37 |
| 1 4/8 pgs. | 1, 25 | 38 |
| | | 39 |
| 0 6/8 pgs. | 1, 17 | 40 |
| 0 1/8 pgs. | | 41 |
| 4 5/8 pgs. | 1, 11 | 42 |
| 0 1/8 pgs. | | 43 |
| 0 2/8 pgs. | 11 | 44 |
| 2 4/8 pgs. | 1, 2, 11, 21 | 45 |
| 0 4/8 pgs. | 1, 7 | 46 |
| 0 2/8 pgs. | 11 | 47 |
| 0 3/8 pgs. | 3 | 48 |
| 0 1/8 pgs. | 11 | 49 |
| 0 2/8 pgs. | 3 | 50 |
| 4 1/8 pgs. | 1, 4, 5 | 51 |
| | | 52 |
| 4 5/8 pgs. | 1, 3, 6, 11, 28 | 53 |
| 0 1/8 pgs. | | 54 |

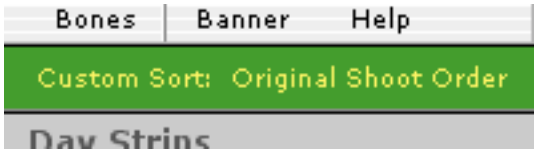
Go to the blue numbers and renumber them beginning with 37.1 through 37.4.

To reorder the stripboard in the new sort order, click `Refresh`.

To renumber the stripboard according to the new sort order, click `Renumber`.

| | | | |
|---|---|---|---|
| | 0 1/8 pgs. | 1 | 36 |
| | 0 4/8 pgs. | 1, 18 | 37 |
| T | 1 4/8 pgs. | 1, 25 | 38 |
| | | | 39 |
| T | 0 6/8 pgs. | 1, 17 | 40 |
| | 0 1/8 pgs. | | 41 |
| SE | 4 5/8 pgs. | 1, 11 | 42 |
| | 0 1/8 pgs. | | 43 |
| | 0 2/8 pgs. | 11 | 44 |
| | 2 4/8 pgs. | 1, 2, 11, 21 | 45 |
| | 0 4/8 pgs. | 1, 7 | 46 |
| | 0 2/8 pgs. | 11 | 37.1 |
| | 0 3/8 pgs. | 3 | 37.2 |
| | 0 1/8 pgs. | 11 | 37.3 |
| | 0 2/8 pgs. | 3 | 37.3 |
| | 4 1/8 pgs. | 1, 4, 5 | 37.4 |
| | | | 52 |
| | 4 5/8 pgs. | 1, 3, 6, 11, 28 | 53 |
| | 0 1/8 pgs. | | 54 |

*Important Note: Once a strip is moved in this manner, the stripboard is no longer is sorted by the default sort order. The stripboard is now in CUSTOM SORT – not sorted by COLOR, LOCATION, PAGES, ASCENDING, etc. The name of the stripboard, visible in the upper right hand side of the screen, will read* `Custom Sort`.




Clicking this label will make the Choose Sort Order Screen appear.

The moment a default sort is modified, the stripboard is arranged by a custom sort. If the strips are re-sorted by a default sort, the custom sort will be lost. This is why there are four sort scenarios: to store various sort orders that are unique.

For example, if a stripboard is sorted by Scene No, and then customized, and then sorted again by location, the strips will look something like this:

| | | | |
|---|---|---|---|
| 114 | 1 | 1 | INT |
| 75 | 2 | 2 | EXT |
| 34 | 3 | 3 | INT |
| 35 | 4 | 4 | EXT |
| 1 | 5 | 5 | INT |
| 7 | 6 | 6 | EXT |
| 58 | 7 | 7 | EXT |
| 2 | 10 | 8 | INT |
| 36 | 11 | 9 | INT |
| 3 | 12 | 10 | INT |

The sort numbers are in a different sort order. Clicking `Renumber` (or if auto-renumber sort is turned on in Preferences), this stripboard will reorder from 1 on automatically and this will replace the custom sort. This may result in losing a lot of work!

To avoid this problem, make sure to choose a different sort line and rename the stripboard. The custom sort order will be stored and the next one can be modified. Gorilla can store up to 4 different custom sort orders.

### 9.7-4 Copying the Stripboard

To create a second stripboard scenario that is based on one that has already been created, do the following:

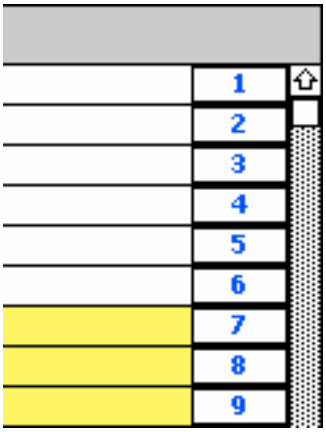
1. Click `Sort` on the toolbar. The Board Swap Screen will appear.

2. Click the ↷ next to the appropriate Stripboard scenario. This Stripboard will be copied to row below. Be careful, this will delete the stripboard scenario on the row below!

3. Customize the newly copied stripboard.

### 9.7-5 Scrolling Up and Down the Stripboard

In order to scroll up and down the stripboard to view and/or renumber the strips, click the scroll bar on the right.




## 9.7-6 Adding Day Breaks

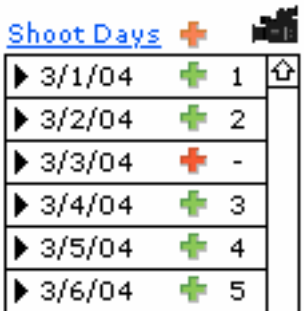
Day breaks can be added one day at a time, or entered all at once.

**Entering Day Breaks One Day at a Time**

To the right of the stripboard is the Shoot Days Window. This list displays all available shoot days.

Note: If there are no shoot days in this list, create them now.

To add the first shoot day, click ✚.

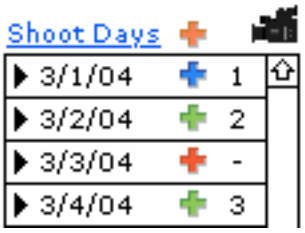



In the above example, clicking ✚ will add the date 3/1/04 to the stripboard as a day break. The day break will appear at the end of your stripboard, so it may be necessary to scroll down to see it.

| | | | |
|---|---|---|---|
| 130 | 128 | EXT | ANOTHER STREET |
| 131 | 129 | EXT | HOUSE |
| | | -- END OF DAY -- Monday, March 1, 2004 | |

Notice that the ✚ turned ✚.

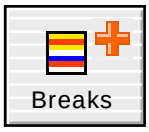
This indicates that this day is now set on the stripboard as an End of Day.



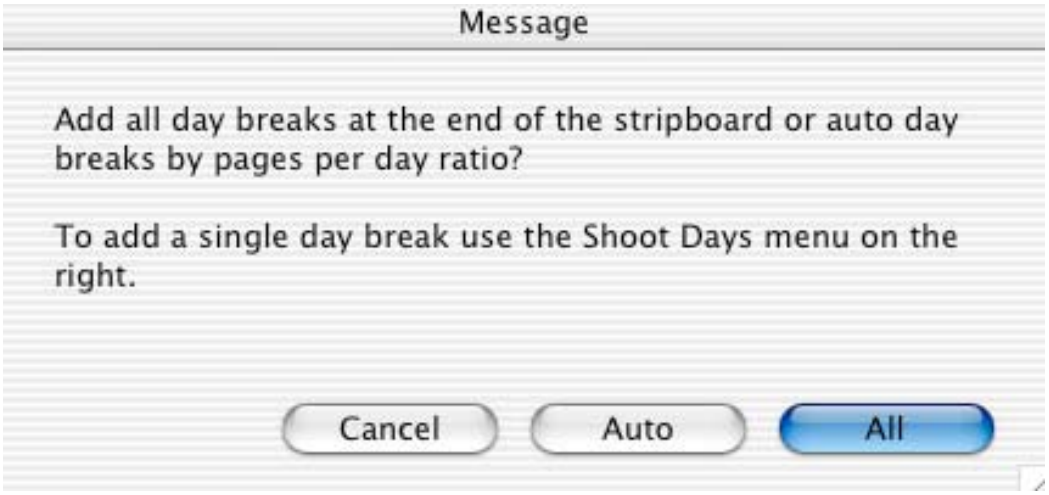
| Explanation of Buttons in the Shoot Days Window: | |
|---|---|
| **Button** | **Indicates/Function** |
| | Shoot day available, not scheduled on stripboard |
| | Shoot day already set on stripboard |
| | Off day or holiday. Day not available to set as an End of Day. |
| | Adds the next available day to the end of the shoot day schedule. This is a quick and simple way to add a shoot day without resetting the entire range of shoot days. |

## Entering Day Breaks all at one time

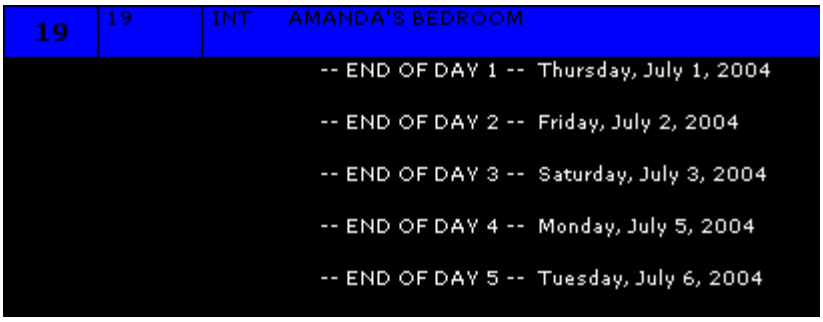
Gorilla can add all of the day breaks instantaneously. To do this, click Breaks+ on the Toolbar.



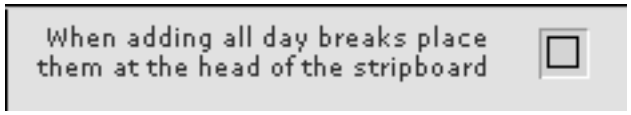

The following message will appear:




To add all of the day breaks to the end of the stripboard, click `All`.




To specify whether automatic day breaks are added at the end of the stripboard or at the beginning of the stripboard, go to Stripboard/Preferences.




Notice how Gorilla did not add Sunday, July 4th, 2004 as this is specified as an Off Day.

Click `Reorder` on the Toolbar and begin sorting the strips and day breaks.

## The Auto-Break Feature

The auto-break feature will automatically enter day breaks spread across the stripboard using a per-day ratio.

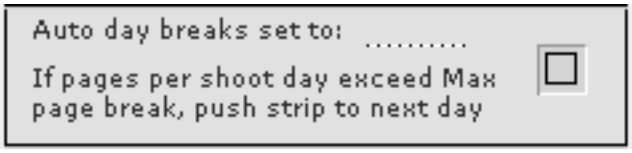
To use the auto-break feature, do the following:

1. Click `Break+` (see above).
2. Select the option `Auto`.
3. Enter the desired number of pages per shoot day. To enter eighths of page, use the following table:

| Equivilent Decimals for Eights | |
|---|---|
| **Eighth** | **Decimal** |
| 1/8 | .125 |
| 2/8 | .25 |
| 3/8 | .375 |
| 4/8 | .5 |
| 5/8 | .625 |

| Equivilent Decimals for Eights | |
|---|---|
| **Eighth** | **Decimal** |
| 6/8 | .75 |
| 7/8 | .875 |

When Gorilla has exceeded the desired number of pages, either the last scene/strip will stay on the current day, or be pushed to the next day. This preference can be set in Preferences/Strips.




### 9.7-7 Moving Day Breaks

Day breaks are moved the same way as a regular strip.

To move a day break, do the following:

1. Renumber an end of day by entering a new sort number in the sort number field.

2. Click Reorder.

| | | | | |
|---|---|---|---|---|
| 71 | 102 | 100 | EXT | HEAVEN / |
| 72 | 22 | 20 | EXT | STREET / |
| 73 | | | | -- END OF DAY -- Thursday, March 4, 2004 |
| 74 | 38 | 36 | INT | APARTMENT KITCHEN / |
| 75 | 46 | 44 | INT | CEDAR SINAI HOSPITAL / |
| 76 | 97 | 95 | INT | THEATER / |
| 77 | 113 | 111 | INT | ELI'S HOUSE / |
| 78 | 2 | 2 | EXT | SYNAGOGUE / |
| 79 | 18 | 16 | INT | CHURCH / |
| 80 | 61 | 59 | INT | OFFICE / |
| 81 | 66 | 64 | INT | ELI'S APARTMENT / |
| 82 | 67 | 65 | EXT | GOLF COURSE / |
| 83 | | | | -- END OF DAY -- Friday, March 5, 2004 |
| 84 | 107 | 105 | EXT | PARKED CAR / |

*Important Note: A sort number can have a decimal point. In the example above, to move the end of day 3/4/2004 to after Sheet 97/Scene 95, enter the*

*sort number 76.5 in the sort number field. Then click* `Renumber` *to renumber the strips to whole numbers.*

## 9.7-8 Removing Day Breaks

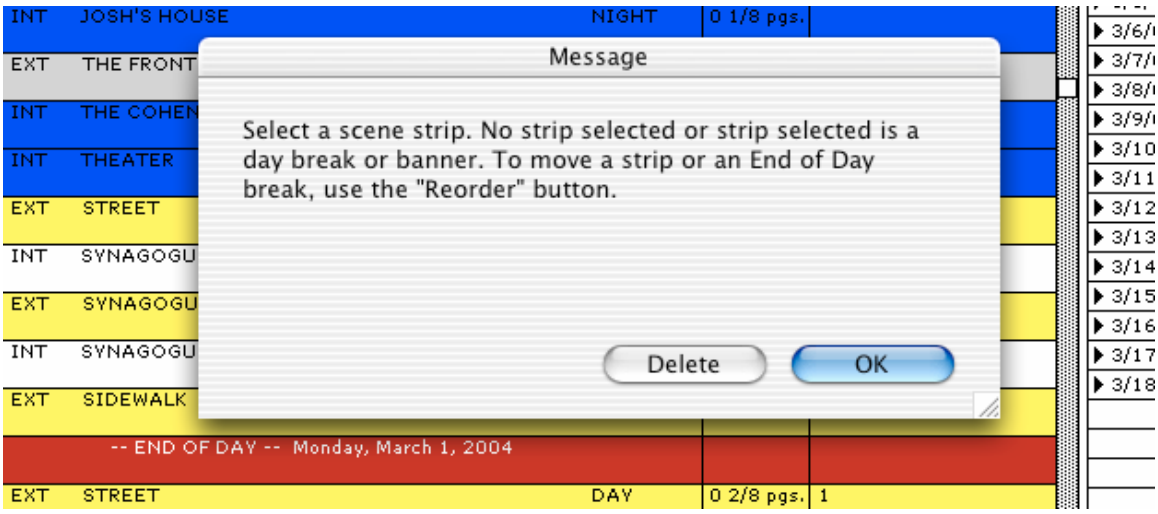
A single end of day can be removed from the stripboard or all day breaks can be removed from the stripboard.

### Removing a Single End of Day

To remove a single end of day from the stripboard, do the following:

1. Click the end of day (in Normal mode, not Reorder mode).

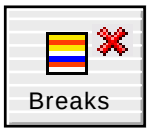
2. Click `Delete`.




*Important Note: If a day break is removed from the stripboard, creating a gap in the end-of-day sequence, Gorilla will update the day-breaks in sequential order. The only way to skip a day is to indicate the day as an off day.*

### Removing All Day Breaks

To remove all day breaks from the stripboard, click `Breaks` on the Toolbar.




This is a quick way to start over and re-order all strips.

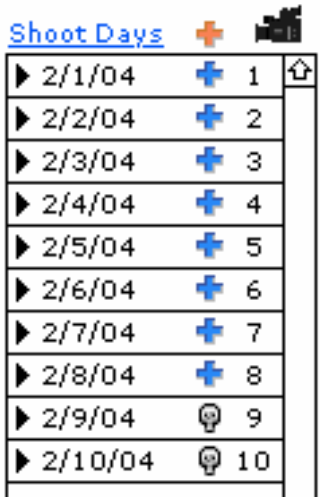
*Important Note: If a day break is removed from the stripboard, that end of day will be removed from all four sort scenarios.*

The above note is important. To hide a strip without it being removed from all four stripboard scenarios, send it to the boneyard.

### 9.7-9 Sending An End-Of-Day Strip to the Boneyard

To create a stripboard scenarios with fewer days than another, send some of the end-of-day strips to the Boneyard. As mentioned in the previous section, removing an end of day will remove that end of day from all four stripboard scenarios. Sending an end of day to the Boneyard will hide the end of day from one stripboard scenario, but still make it available to the other stripboard sort scenarios.

In the example below, the first stripboard sort scenario uses all 10 shoot days. In the second stripboard sort scenario, the last two shoot days were sent to the boneyard.




Notice that the last two shoot days in the Shoot Days Window are marked with a 💀, which indicates that they have been sent to the Boneyard in the current sort.

When selecting the first stripboard scenario, these two shoot days will still be available.

To send an end of day to the Boneyard, do the following:

1. Select the appropriate end of day.

2. Click `Boneyard`.

The end of day will no longer be visible on the Stripboard.

Make sure to update the stripboard by clicking `Update` (See Section 9.7-10 Updating the Stripboard).

To send an end of day back to the Stripboard from the Boneyard, do the following:

1. Click `Bones` on the Toolbar.

2. Select the appropriate end of day.

## 9.7-10 Updating the Stripboard


Click `Update` on the Toolbar after any of the following is performed:

- Moving an end of day.
- Adding an end of day.
- Removing an end of day.

It is a good idea to click Update on the Toolbar before any of the following is performed (to make sure that it is current):

- Printing the Stripboard.
- Going to Day Strips.
- Running Scene Call Sheets.
- Running Crew Call Sheets.
- Changing the sort order of strips.

There is a preference in Stripboard/Preferences to always update the stripboard before running any reports, but this will slow things down. Clicking `Update` is only really necessary before printing a report if a) the sort order was modified by choosing a different stripboard sort scenario, or b) after adding or deleting shoot days.

When Gorilla updates the stripboard, gaps in end-of-day sequence will be corrected. The only way to skip a day is to indicate the day as an off day on the Shoot Days Screen.

## 9.7-11 The Boneyard

To remove a strip from the stripboard without deleting it, send it to the Boneyard. The Boneyard is a place to hold strips not used in the current sort.

**Moving Strips to the Boneyard**

To send a strip to the Boneyard, do the following:

1. Click the desired strip.

2. Click `Boneyard`.

The strip will be moved off the Stripboard to the Boneyard.

*Important Note: When moving a strip to the Boneyard, only the strip from the current sort order scenario is moved.*

**Moving Strips Back to the Stripboard from the Boneyard**

To move a strip from the Boneyard to a stripboard, do the following:

1. Click `Bones`.


2. Select the desired strip.

## 9.7-12 Banners

A banner is a note that can be placed on the Stripboard. This is useful for labeling a set of strips.

**Adding a Banner**

To insert a banner on the Stripboard, do the following:


1. Click `Banner` on the Toolbar.

2. Enter text for the banner.

**Modifying a banner**

To modify the text on a banner, do the following:

1. Select the banner.

2. Click `Modify`.

3. Modify the banner text and click `OK` when finished.

**Removing a Banner**

Banners are removed just like end of days.

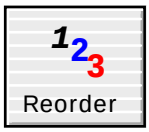
To remove a banner, do the following:

1. Select the banner.
2. Click `Delete`.

**Moving Banners on the Stripboard**

Banners are moved just like any other strip.

To move a banner, do the following:

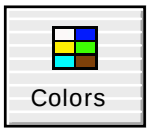



1. Click `Reorder` on the Toolbar.
2. Go to the banner sort number and enter a new sort number.

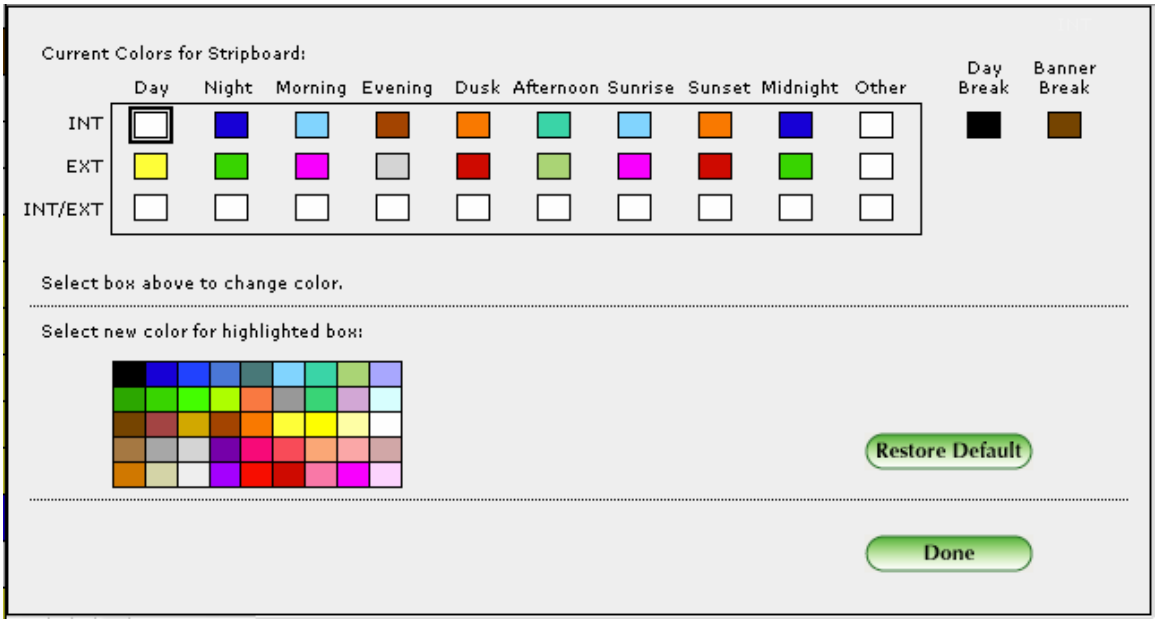
| | | | | |
|---|---|---|---|---|
| 3 | 12 | 10 | INT | ELI'S BEDROOM / |
| 4 | | | | This is a test banner |
| 5 | 13 | 11 | INT | SYNAGOGUE / |
| 6 | 14 | 12 | INT | ELI'S BEDROOM / |
| 7 | 15 | 13 | INT | SYNAGOGUE / |
| 8 | 6 | 6 | EXT | SYNAGOGUE / |

## 9.7-13 Selecting Colors for the Stripboard

To modify the colors for the strips, click `Color` on the Toolbar.




The stripboard is preset with the following color scheme:




Strip colors are determined by the combination of the time of day the scene takes place and whether the scene is interior or exterior.

To change a color for a strip, select the box from the grid so it is highlighted with a black box around it (Example above: The INT. DAY box is highlighted), and then select a color.

To restore the default colors, click `Restore Default`.

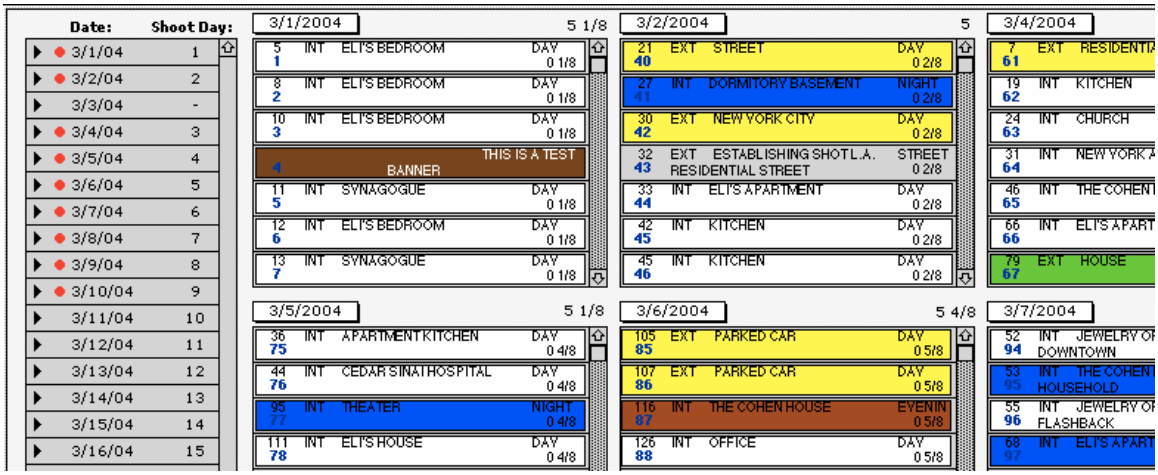
## 9.8 Day Strips

Up to 9 days of strips at a time can be viewed on the Day Strips Screen. These day strips can be consecutive or non-consecutive. This will help compare strips, for example, from the first shoot day to the 15th shoot day all on one screen.

Before using the Day Strips Screen, the following is required:

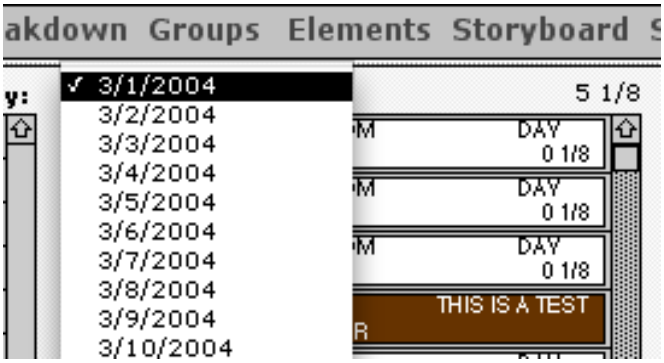
- Specify a shoot day range.
- Add end of days to the stripboard.
- Update the stripboard by clicking `Update` on the Toolbar.

*Important Note: Most strips can be moved on the Day Strips Screen. However, to add, remove, or move end of days or banners, go to the Stripboard Screen.*




The red bullets next to the shoot days in the left window indicate that those shoot days are currently active. Select any shoot day in this window and the screen will redraw the shoot days beginning with the selected day.

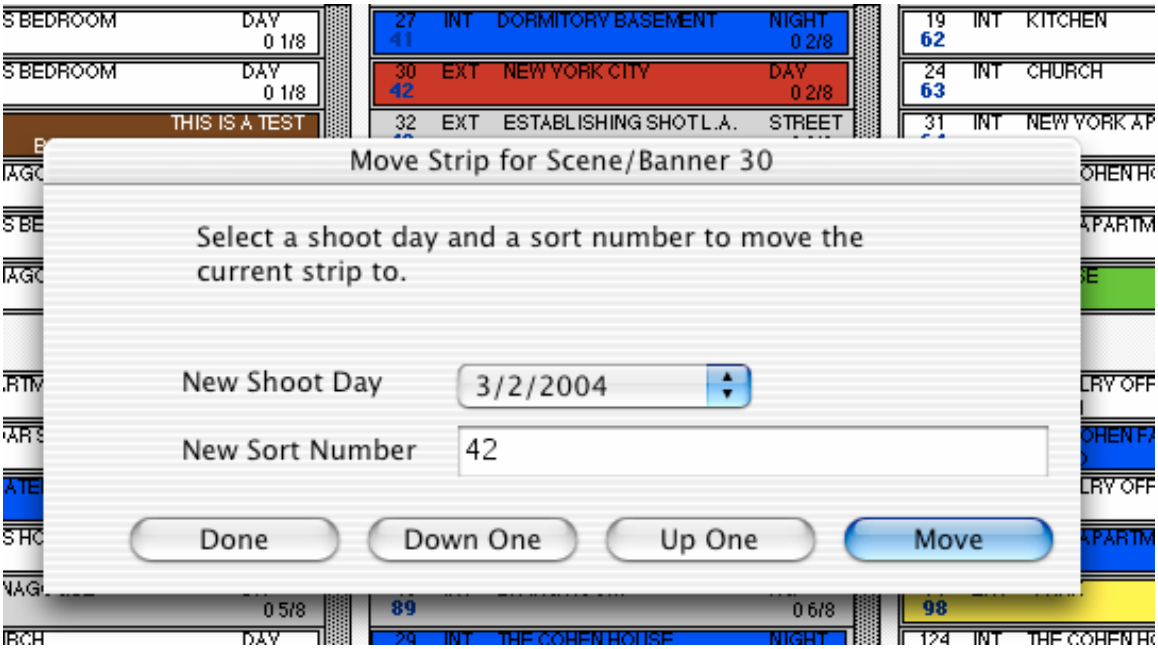
To manually change a shoot day on any of the Day Strip Windows, select the shoot day and choose another shoot day from the list of available shoot days.




## 9.8-1 Moving Strips in Day Strips

To move a strip on the Day Strips Screen, do the following:

1. Select the desired strip. The dialogue box below will appear.




2. Clicking `Down One` or `Up One` will move the strip down one or up one within the same shoot day. When finished, click `Done`.

3. To move the strip to a different shoot day, select a new shoot day and a new sort number, and click `Move`.

*Important Note: After clicking* `Update`*, the blue sort numbers determine the correct sort order and override the actual shoot day. Therefore, if a strip is moved to another shoot day but the sort number doesn't exist on that shoot day, the strip will default back to the original shoot day per the sort number.*

*If this is confusing, return to the stripboard where the correct sort order is always visible.*

### 9.8-2 Returning to the Main Menu

On the Day Strips Screen, the Main Menu, usually seen to the right of the screen, is hidden. This allows enough room to see all 9 shoot days.

To return to the Main Menu, click 

on the toolbar.

# 10. Budget

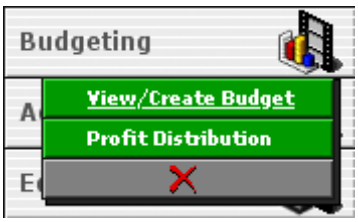
## 10.1 Overview

Gorilla comes preinstalled with sample budgets which can be customized. The Budgeting Module also has some powerful features like comparing two budgets within a project, globals, and fringes.

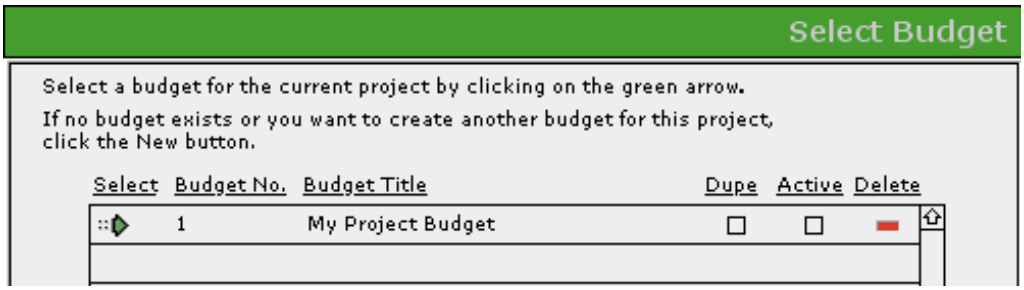
## 10.2 Creating a Budget

### 10.2-1 Using a Sample Budget

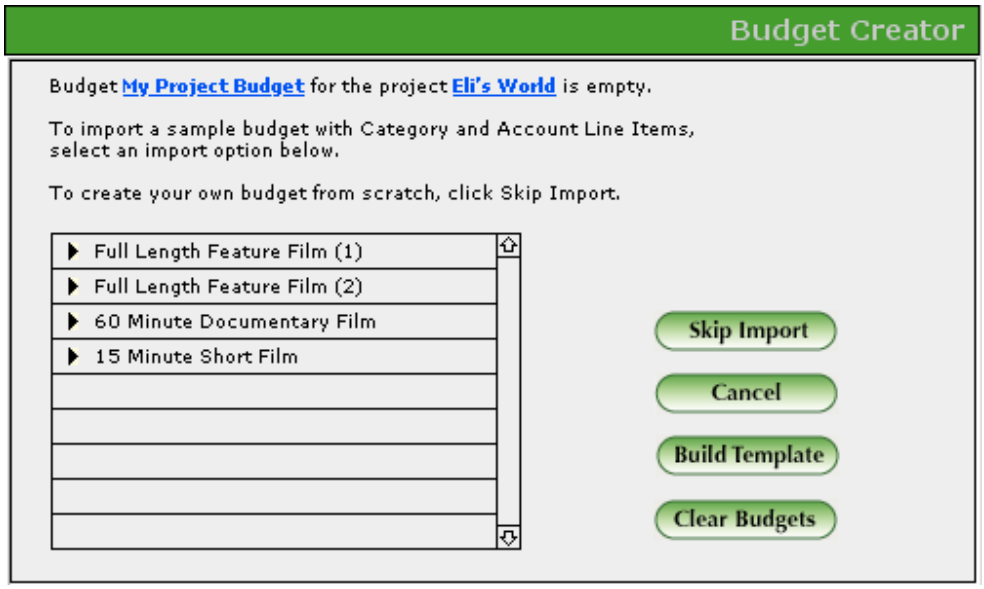
Click `Budgeting` on the Main Menu and then click `View Budget`.




The Budget Selector Screen will appear. Click `New` and name the budget.




To continue, click next to the budget name. The following screen will appear:




Select one of the four sample budgets. (To create a new template, see Section 10.2-13 Budget Templates).

Gorilla will then display a sample budget without any detail line items or figures.

### 10.2-2 Creating a Budget Manually

To do create a budget manually, click `Skip Import`.

### 10.2-3 The Budget Line Items

The budget is divided into three tiers. They are:

1. Categories (Top Sheet)
2. Account Level (2nd Tier)
3. Detail Line Items (3rd Tier)

To navigate between these tiers, use the Budget Tier Indicator.


A Gorilla budget begins at the Top Sheet, or Category Level. Within the Top Sheet there are five budget parts. They are:

1. Above-The-Line
2. Production

3. Post Production

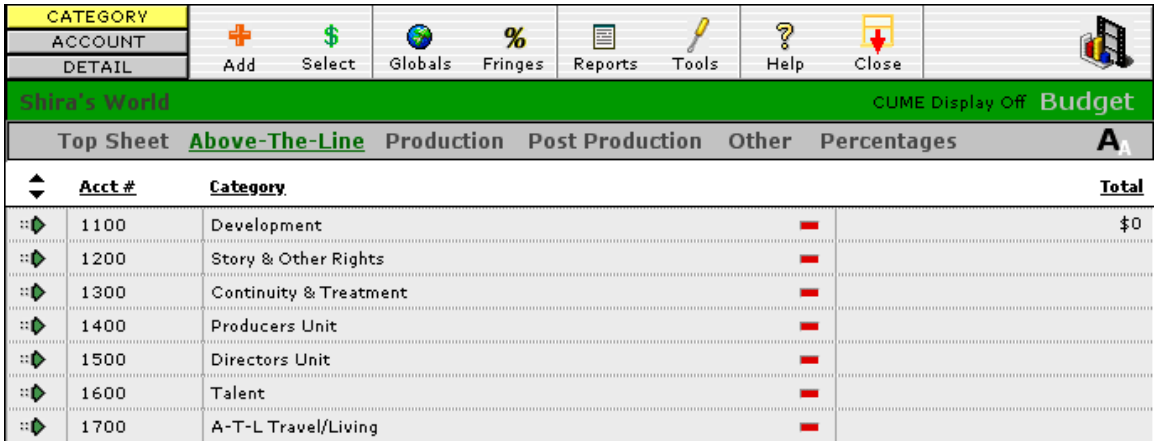
4. Other

5. Percentages

There are two ways to view the Top Sheet.

## Viewing Top Sheet by Part

To view categories by part, click the desired part on the Gray Command Bar. In the example below, the Above-The-Line part is selected.




## Viewing All Parts at Once

To view all categories on one screen, click Top Sheet on the Gray Command Bar.


Obviously, in this manner, fewer line items per category are visible. This is more of a summary page. Also, older computers might run slowly on the Top Sheet Screen.

## Adding a Category

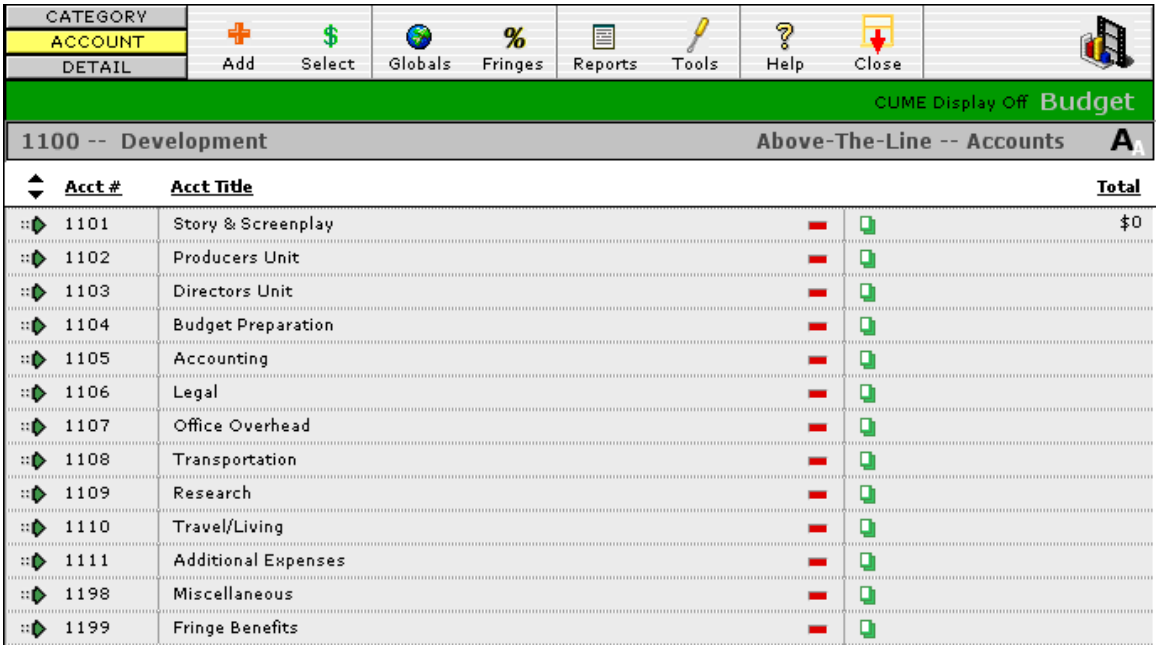
To add a category, do the following:

1. Click ✚.
2. Enter a Category ID number.
3. Enter a Category Name.
4. Click OK.


*Important Note: Category ID's must be unique within a budget. Gorilla will not allow the same Category ID to be used twice.*

To view the Account Level Line Items Screen, click .

The example below shows the account level line items for the Category 1100 – Development. These accounts were imported using a Gorilla Template.



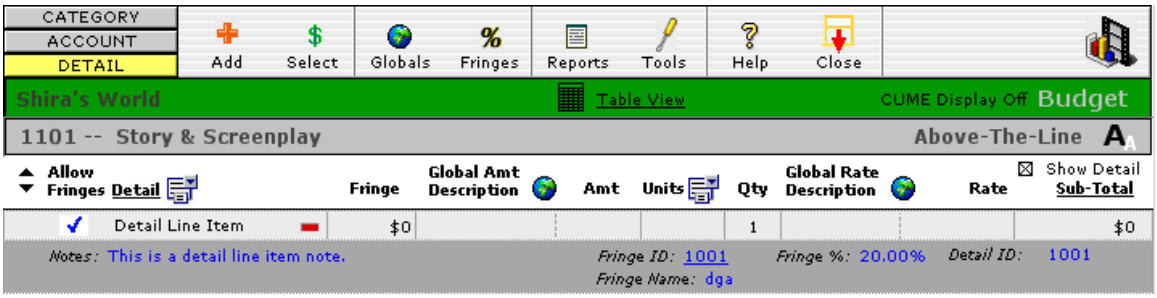

ACCOUNT is highlighted in the Budget Tier Indicator. To navigate to different tiers of the budget, click here:

Notice that there are no numbers in the total column to the far right of the screen. This is because detail line items have not yet been entered.

To add a detail line item to an account, do the following:

1. Click the next to the appropriate account.

2. The Detail Line Item Screen will appear.




3. From the Detail Pop-Down Menu, select an existing detail line item or type in a new entry.

**Important Note:** To customize the values in the Detail Pop-Down Menu, click to open the Value List Screen.

4. After entering a detail line item, enter a number in the `Rate` field.

To return to the Account Level (2nd tier) Screen, click `ACCOUNT` on the Budget Tier Indicator.


## Adding Detail Line Items

The budget tiers work in this manner: A category(1st tier) can have multiple accounts (2nd tier), and in turn an account can have multiple detail line items (3rd tier). All detail line items are entered in the 3rd tier.

To add a detail line item, do the following:

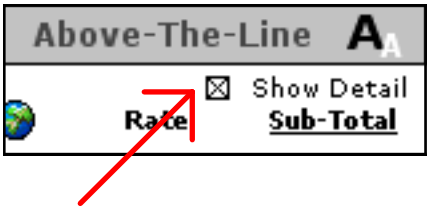
1. Click .

2. Select or enter a detail line item.

3. Enter an amount, unit, and rate.

## Adding Notes to Detail Line Items

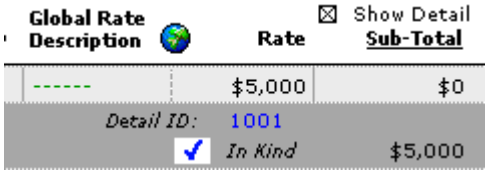
To enter notes about a detail line item, select the Show Detail Box.




Notes will appear on the Detail Line Item Report.

## In-Kind Donations

Selecting the Show Detail Box will also reveal a place to indicate a line item as an in-kind donation.




If this box is selected, the sub-total will indicate zero, but all in-kind donations will be sub-totaled separately in the Detail Line Item Report.

## Duplicating an Account Level Item

Sometimes it is useful to duplicate an account level item (2nd tier) and all of its related detail line items. For example, if an account is set up for a crew member with many detail line items, the account can be duplicated for another crew member and then the rates modified.

To duplicate an account level item and its related detail line items, do the following:

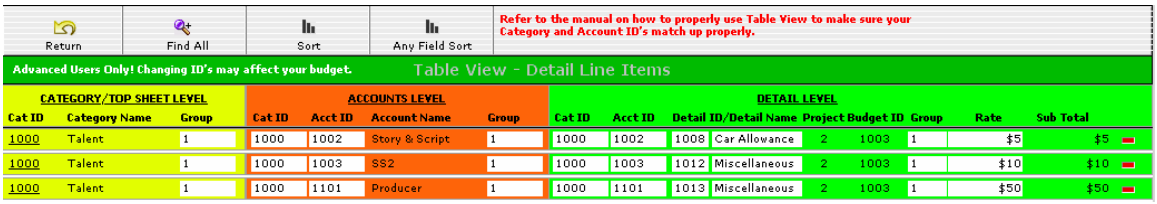
1. Go to the Account Level Screen and select the next to the appropriate account.

2. Click `OK`.

## Table View

An advanced feature in the Budget Module is the ability to see all detail line items for any project in one view. This feature makes it possible to quickly scroll down many line items and modify or delete individual ones. To access the Table View Screen, go to the Detail Screen (3rd tier) and click `Table View` on the Budget Tier Indicator.

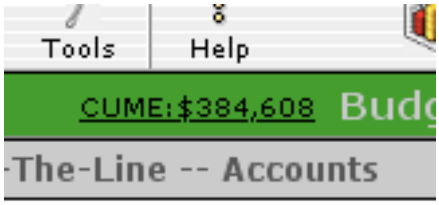

The Table View Screen will appear:




On this screen it is easy to see all detail line items and to what category they are attached. Line items can be deleted in this view. This is useful for identifying empty or unused line items in the budget that are otherwise difficult to find. To exit this screen, click `Return`.

## 10.2-4 CUME Display

On all the budget screens, the grand total budget is visible from the CUME display.




To assure that the total displayed is current, click `CUME` to update it.

On slower computers or if the budget is very complex, the CUME display may make Gorilla sluggish. The CUME display can be turned off in Budget Preferences (see Section 16.1-3 Budget Preferences).

## 10.2-5 Globals

Globals are numerical values that are given a name called a description. That description can be used on a detail line item. If the value of the global changes, the value changes everywhere in the budget where that description was used.

For example, if a global with the description SALARY 1 is given a value of $500, and then used on many detail line items, at any time the value of SALARY 1 can be redefined to another amount. This is useful when contemplating different budget scenarios.

To access the Globals Screen, click `Globals`.


There are two types of globals: amounts and rates.

A global that is defined as an amount effects the Amt column on a detail line item, as shown below:

| Global Amt Description | Amt | Units |
|---|---|---|
| SHOOT DAYS | 25 | |

In the above example, a global given the description SHOOT DAYS was given a value of 25. By selecting Shoot Days from the Global Amt Description Column, 25 will appear in the Amt column.

To override the global value, enter a number manually in the AMT column . A blue dashed line will appear

A global that is defined as a rate affects the Rate column on a detail line item, as shown below:

| Global Amt Description | Amt | Units | Qty | Global Rate Description | Rate | ☒ Show Detail Sub-Total |
|---|---|---|---|---|---|---|
| SHOOT DAYS | 25 | | 1 | CREW 3 | $300 | $9,000 |

In the example above, a global with the description CREW 3 was given a value of $300. When CREW 3 is selected from the pop-down menu in the Global Rate Description Column, the value $300 appears in the Rate column.

To override the global value, enter a number manually in the RATE column. A green dashed line will appear.

## Showing/Hiding Globals

A newly created global is automatically attached to the current budget. To hide the global, click `Do Not Show`.

| Amt or Rate | Do Not Show |
|---|---|
| Rates | ☐ |
| Rates | ☒ |
| Rates | ☐ |
| Rates | ☐ |
| Rates | ☐ |
| Rates | ☐ |

In the example above, the second global will not appear in the pop-down list when the Global Description column is selected.

**Importing Globals**

To import globals from an external source, click `Import`.


To import from an Excel document, prepare the values in the order shown on the Import/Export Screen. The example below shows how data in an Excel spreadsheet should be formatted for import.

| | A | B | C | D |
|---|---|---|---|---|
| 1 | DIRECTOR | WEEKLY | 1000 | DIRECTORS |
| 2 | FIRST ASST DIRECTOR | WEEKLY | 500 | DIRECTORS |
| 3 | SEC ASST DIRECTOR | WEEKLY | 350 | DIRECTORS |
| 4 | | | | |

Column A: Global Name
Column B: Description
Column C: Value
Column D: Category

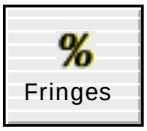
## 10.2-6 Fringes

Fringes are percentages that are added to values in a budget. Multiple fringes are grouped into fringe categories. A fringe category is then attached to a detail line item.

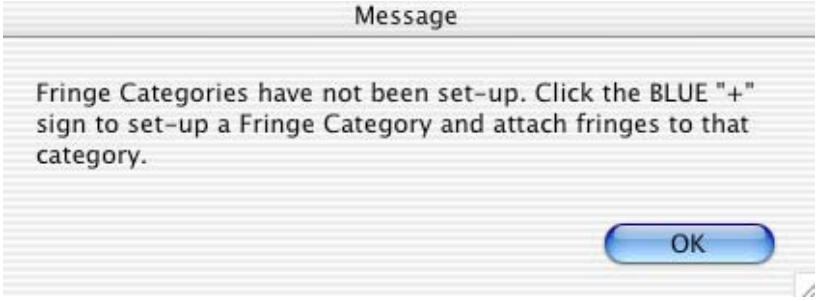
**Fringe Categories**

To create fringe categories, do the following:

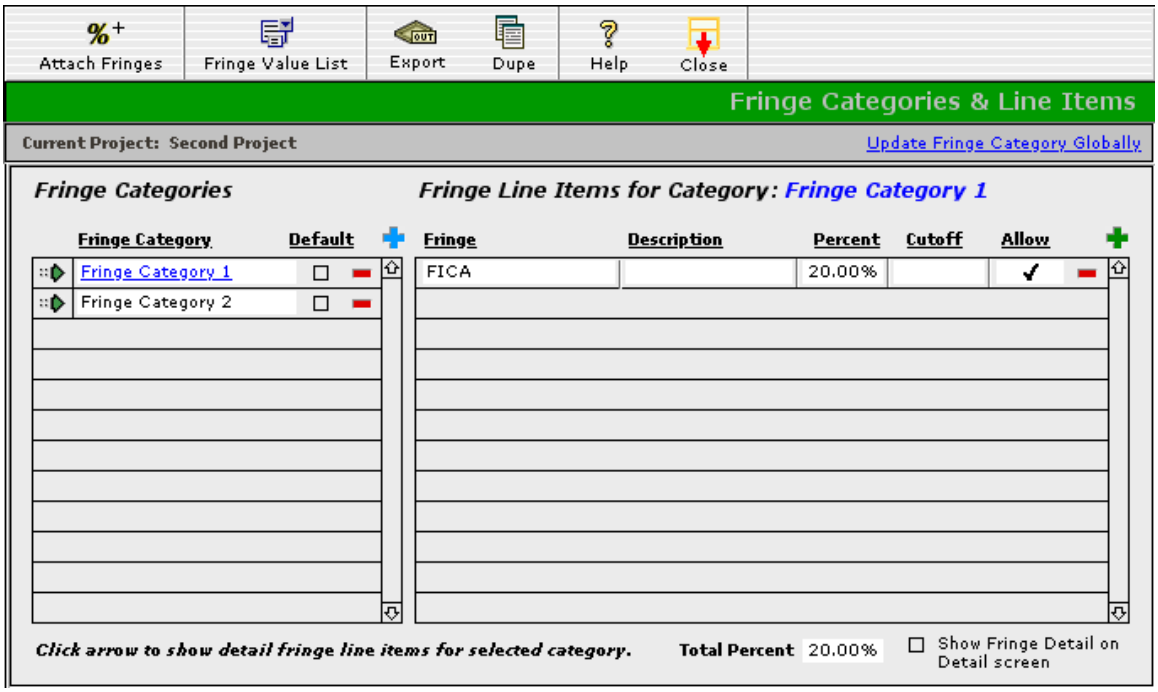
1. Click `Fringes` on the Toolbar.




The following message will appear:




2. Click OK, and the following screen will appear:




3. Click the ✚ positioned over the Fringe Categories Window (on the left) to create a new fringe category.

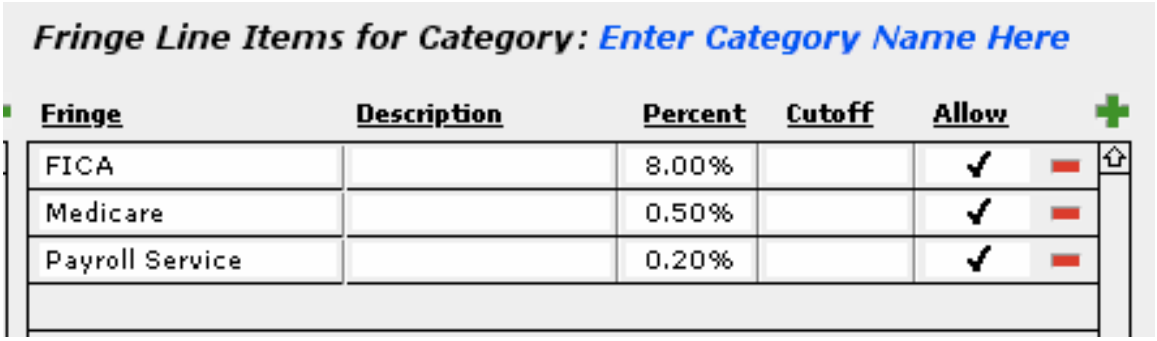
4. Enter a name for the category.

5. Click to make the fringe category active. The name of the fringe category will turn blue, as shown below.


6. Click the ✚ positioned over the Fringe Line Items for Category Window (on the right). The following screen will appear. Specify a fringe name, description, percentage and cutoff amount.

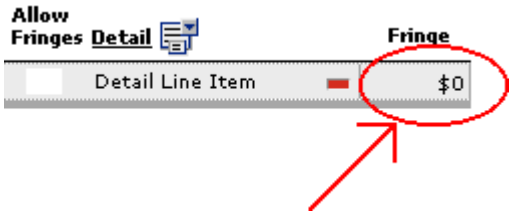

7. When finished, click `Done`.

8. Add as many fringe line items to the category as necessary.



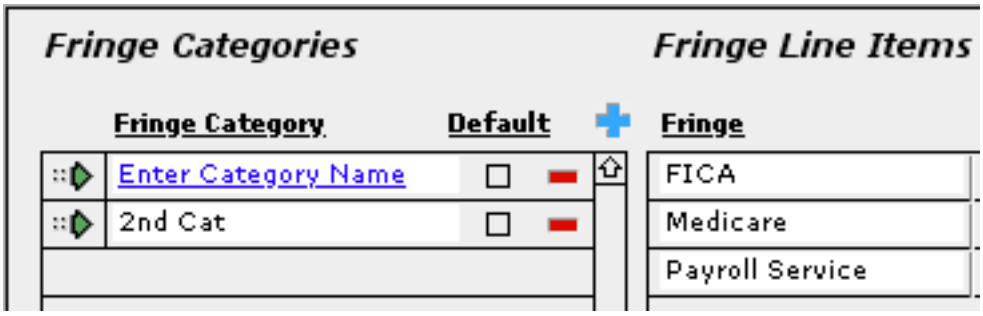

## Attaching Fringe Categories to a Detail Line Item

After creating a fringe category, attach the fringe category to a detail line item.

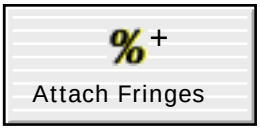



1. Click the empty fringe field next to the detail line item.

2. Select a fringe category by clicking the next to the desired category. The fringe category name will be highlighted in blue and underlined.




3. Click `Attach Fringes`.



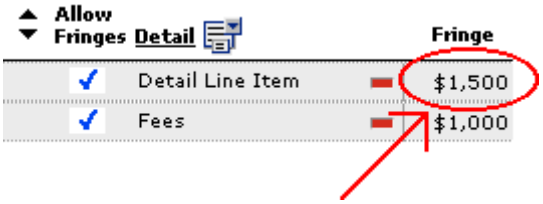

The Detail Screen will appear.

## Modifying a Fringe Category

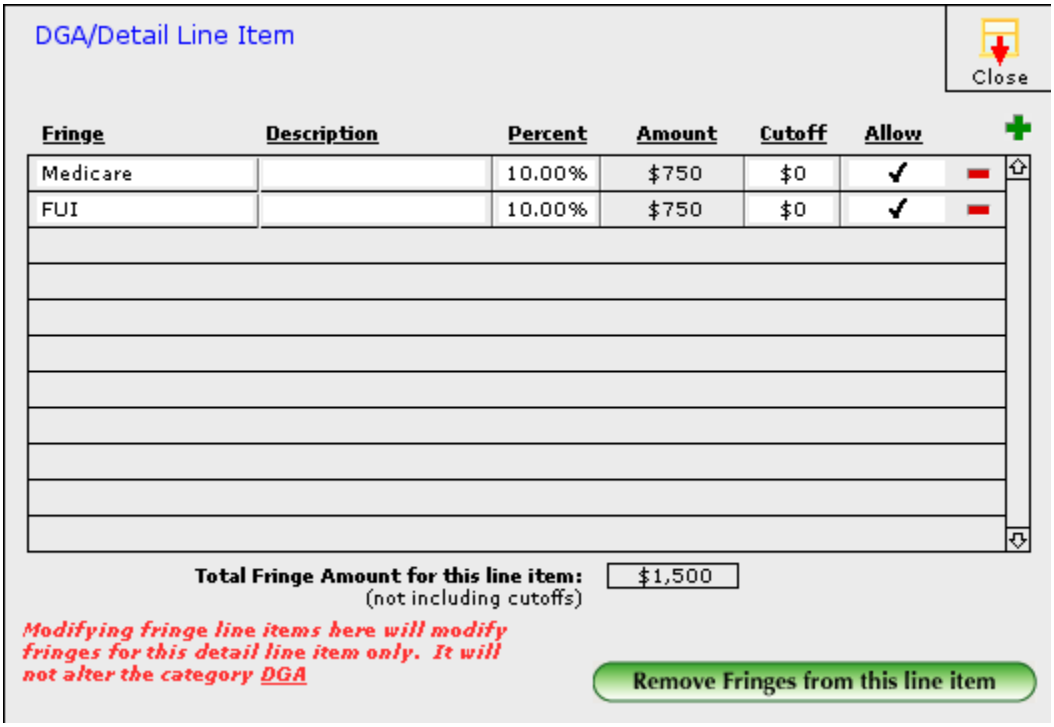
A fringe category can be customized for a single line item, or changed globally for all line items.

To modify fringes for a specific detail line item, do the following:

1. Click the total fringe amount for the appropriate detail line item.




2. A list of fringes currently attached to that detail line item will appear.

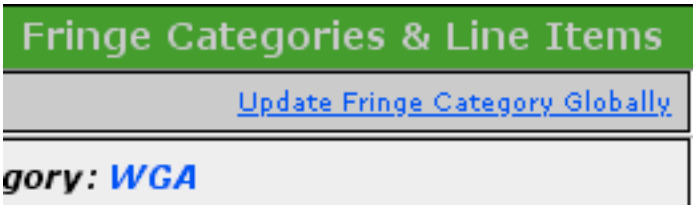



3. To add a fringe to this detail line item, click ✚ and enter the fringe.

4. To remove a fringe category for this detail line item, click ▬.

5. To return to the Budget Screen, click `Close`.

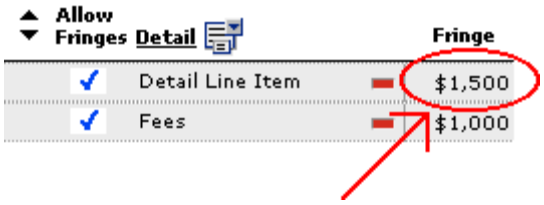
To change a fringe category and update all existing fringe categories to reflect the update, click `Update Fringe Category Globally` on the Fringes Screen.




## Removing a Fringe Category from a Detail Line Item

To remove a fringe category from a detail line item, do the following:

1. Click the total fringe amount for the appropriate detail line item.



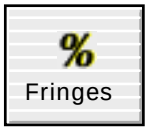

A list of the fringes currently attached to that detail line item will appear.

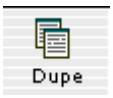
2. Click `Remove Fringes From This Line Item`.

## Duplicating a Fringe Category

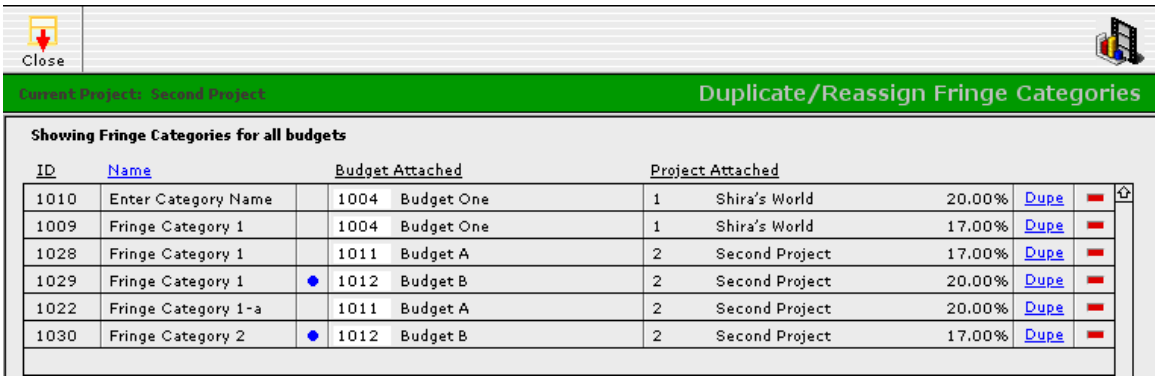
To duplicate a fringe category from one budget to another, or from one project to another, do the following:

3. Click `Fringes` on the Toolbar.



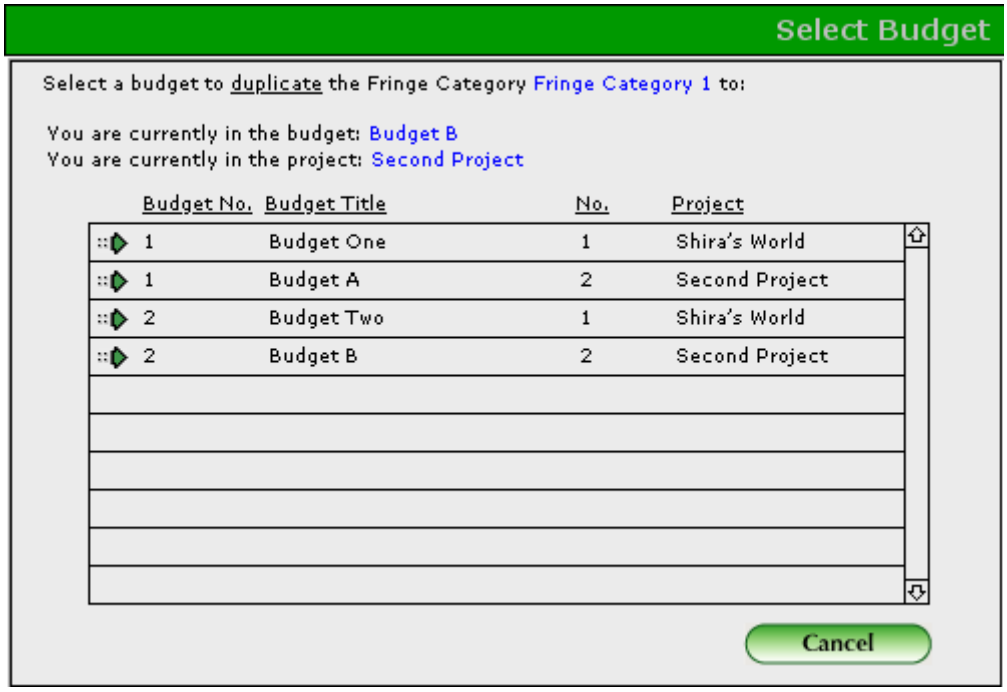

4. Click 

. The following Duplicate/Reassign Fringe Categories Screen will appear.




| ID | Name | | Budget Attached | | Project Attached | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1010 | Enter Category Name | | 1004 | Budget One | 1 | Shira's World | 20.00% | Dupe | |
| 1009 | Fringe Category 1 | | 1004 | Budget One | 1 | Shira's World | 17.00% | Dupe | |
| 1028 | Fringe Category 1 | | 1011 | Budget A | 2 | Second Project | 17.00% | Dupe | |
| 1029 | Fringe Category 1 | ● | 1012 | Budget B | 2 | Second Project | 20.00% | Dupe | |
| 1022 | Fringe Category 1-a | | 1011 | Budget A | 2 | Second Project | 20.00% | Dupe | |
| 1030 | Fringe Category 2 | ● | 1012 | Budget B | 2 | Second Project | 17.00% | Dupe | |

5. Click `Dupe` on the row of the desired fringe category. The following screen will appear.



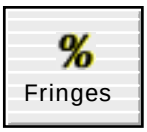

6. Choose a project and budget to which the fringe category will be copied by clicking .

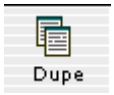
## Reassigning a Fringe Category

A fringe category can be reassigned to the current budget without being duplicated. Although it is rare to do this, when upgrading from Gorilla version 2.0.X to version 2.1.X, this is the only way to reclaim old fringes.

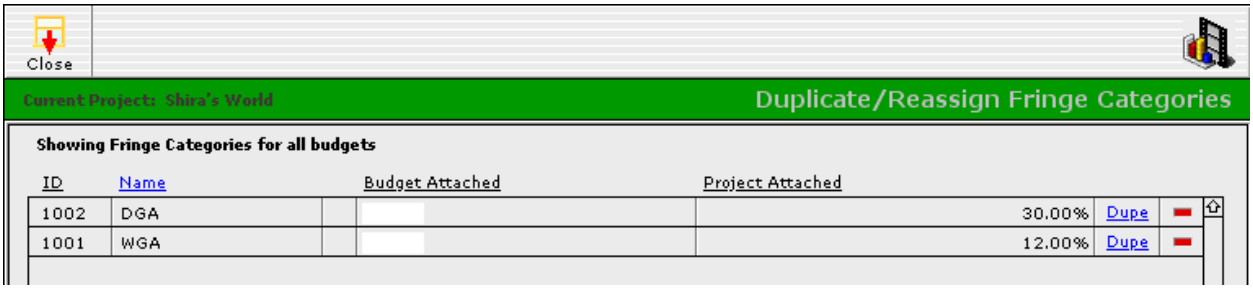
To reassign a fringe category, do the following:

1. Click `Fringes` on the Toolbar.

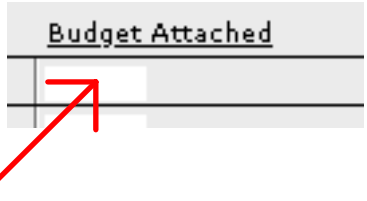



2. Click 

. The following Duplicate/Reassign Fringe Categories Screen will appear.

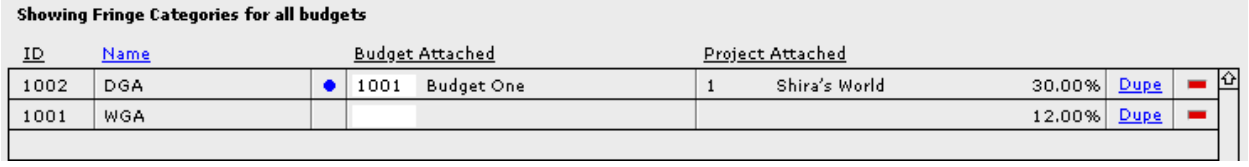



3. Select the field in the Budget Attached Column in the row of the appropriate fringe.




4. When prompted with the following message, click OK to attach the fringe to the current budget.


The Fringe Category will be attached to the current budget, as shown below:



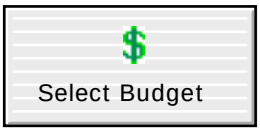
### 10.2-7 Duplicating a Budget Within the Same Project

Gorilla can store multiple budgets for the same project. This is useful when working out different scenarios (i.e. less shoot days, lower rates, or a different location.)

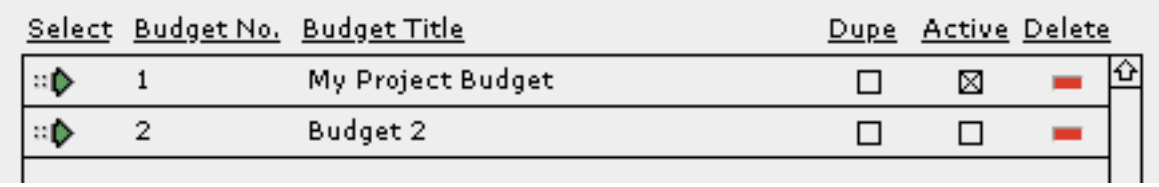
The easiest way to create a second budget for a project is to duplicate the original budget and then modify it.

To duplicate an existing budget, do the following:

1. Click Select Budget.



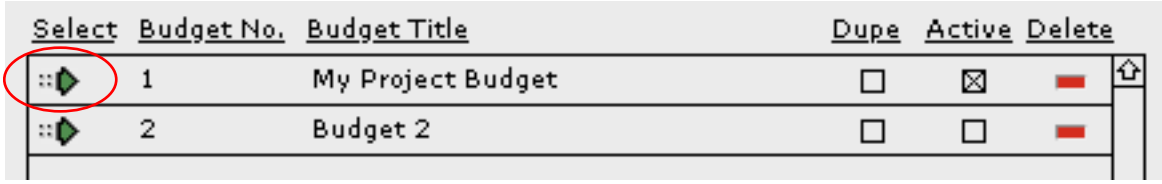

2. Select the desired budget and click the checkbox in the `Dupe` column.




3. Enter a name for the duplicate budget, and click `OK`.

### 10.2-8 Switching Between Budgets

To switch between budgets, go to the Select Budget Screen and click the next to the desired budget.




### 10.2-9 Deleting a Budget

To delete a budget, go to the Select Budget Screen and click the next to the desired budget.

### 10.2-10 Comparing Budgets

Gorilla can compare two budgets from the same project.

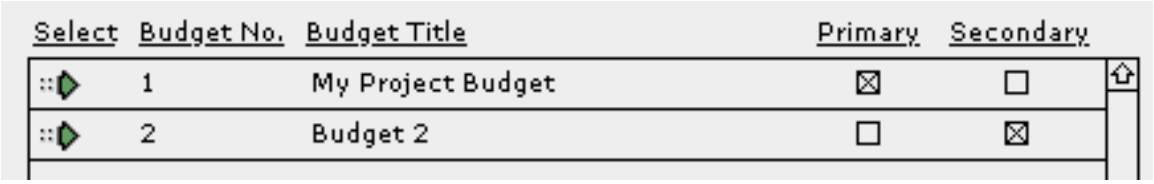
*Important Note: The compare budget feature works best when the categories and accounts are the same for each budget. This is why duplicating*

*a budget and then modifying the rates, units, and quantities (in the detail level) is the best way to prepare this report.*

To compare two budgets, do the following:

1. Click `Reports`.


2. Click `Comparison Report`.

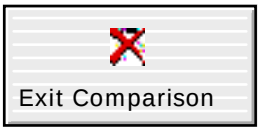


| Select | Budget No. | Budget Title | Primary | Secondary |
|---|---|---|---|---|
| | 1 | My Project Budget | ☒ | ☐ |
| | 2 | Budget 2 | ☐ | ☒ |

3. Choose a primary and a secondary budget.

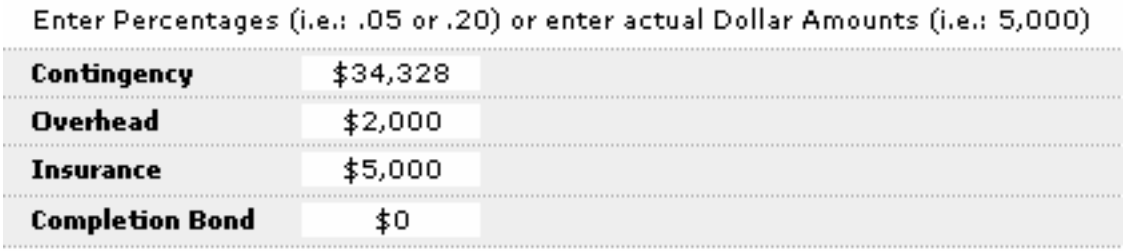
4. Click `Compare`.

5. Choose either print or view. If you select view report, to exit comparison mode, click `Exit Comparison`.




## 10.2-11 Percentages

Gorilla can add percentages to a budget. There are 4 types of percentages: Contingency, Overhead, Insurance, and Completion Bond.



Enter Percentages (i.e.: .05 or .20) or enter actual Dollar Amounts (i.e.: 5,000)

| | |
|---|---|
| **Contingency** | $34,328 |
| **Overhead** | $2,000 |
| **Insurance** | $5,000 |
| **Completion Bond** | $0 |

Either enter a dollar amount or a percentage in the form of a decimal. A percentage will be multiplied by the budget sub-total. A dollar amount will be added to the budget sub-total.

The grand total of the budget will include all the parts (Above-The-Line, Production, Post Production, Other) and the percentages.

### 10.2-12 Budget Report Header

Gorilla automatically includes the name of the producer and the director of the current project in the header of budget reports. To take advantage of this feature, make sure to assign names to the positions producer and director in the Crew Module. Once these crew members are attached to the project, their names will print in the report header. To learn how to do this, see Section 7.3-1 Attaching Crew to Projects.

### 10.2-13 Budget Templates

Gorilla comes preset with a few budget templates. However, new ones can be created from scratch.

*Important Note: This is an advanced feature. Only users proficient in Microsoft Excel and/or FileMaker Pro should attempt this.*

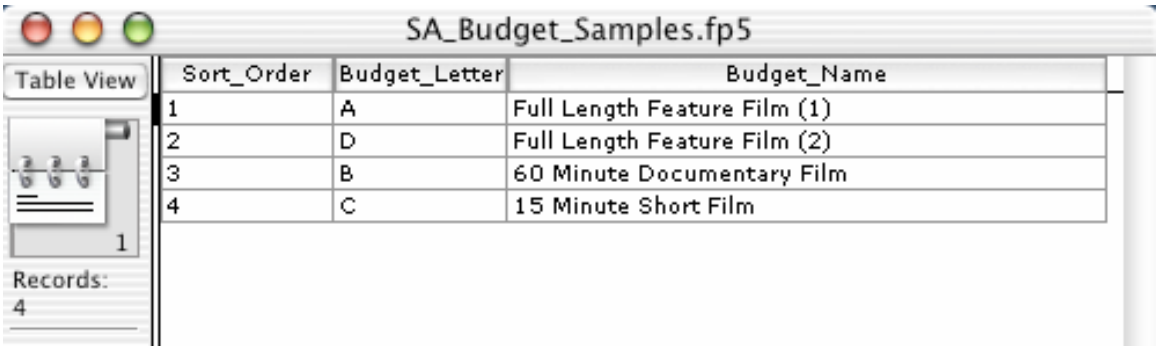
The first step in creating a budget template is to assign the budget template a name. Next, create category (Top Sheet) line items and account level (2nd tier) items, and detail level items (3rd tier) items.

Either manually enter each line item or import line items from another source.

To create budget templates, do the following:

1. On the Budget Selector Screen, click `Build Template`.

2. The following screen will appear:




| Sort_Order | Budget_Letter | Budget_Name |
|---|---|---|
| 1 | A | Full Length Feature Film (1) |
| 2 | D | Full Length Feature Film (2) |
| 3 | B | 60 Minute Documentary Film |
| 4 | C | 15 Minute Short Film |

3. Create a new record by going to the Records menu and selecting `New Record`.

4. Enter a Sort_Order number, a Budget_Letter (the next letter available), and a Budget_Name in the fields shown.

5. From the Gorilla Menu, select `Enter Categories` (Top Sheet).

SA_Sample_Categories.fp5

Table View

Records: 106

Unsorted

| Cat_ID | Category | Group | Group_X | Budget_Letter |
|---|---|---|---|---|
| 1200 | Story & Other Rights | Above-The-Line | 1 | A |
| 1300 | Continuity & Treatment | Above-The-Line | 1 | A |
| 1400 | Producers Unit | Above-The-Line | 1 | A |
| 1500 | Directors Unit | Above-The-Line | 1 | A |
| 1600 | Talent | Above-The-Line | 1 | A |
| 1700 | A-T-L Travel/Living | Above-The-Line | 1 | A |
| 2100 | Production Staff | Production | 2 | A |
| 2200 | Art Direction | Production | 2 | A |
| 2300 | Set Construction | Production | 2 | A |
| 2400 | Set Decoration | Production | 2 | A |
| 2500 | Property Department | Production | 2 | A |
| 2600 | Camera Operations | Production | 2 | A |
| 2700 | Electric Operations | Production | 2 | A |

6. Enter data for each column as shown above. For example, a budget template with the Sort_Order: 5 and the Budget_Letter: E, would require a new record as follows:

| Cat_ID | Category | Group | Group_X | Budget_Letter |
|---|---|---|---|---|
| 1000 | New Line Item | Above-The-Line | 1 | E |

Gorilla will enter the group automatically as long as the numbers 1, 2, 3, or 4 are entered in the Group_X field. These numbers correspond as follows:

1: Above-The-Line
2: Production
3: Post Production
4: Other

Proceed to enter line items in this manner. To make entering line items quicker, duplicate the current line item by going to the Record menu and selecting `Duplicate Record`.

7. When finished entering your categories, select `Close This File` from the Gorilla Menu. You are now ready to enter your account level items.

8. Select `Enter Account Level` (2nd Tier) from the Gorilla Menu. The following screen will appear:

SA_Sample_Account_Titles.fp5

Table View

Records: 1340

Unsorted

| Cat_ID | Category | Acct_Title... | Account_Name | Type_of_Account | Group_X | Budget_Letter |
|---|---|---|---|---|---|---|
| 1100 | Development | 1101 | Story & Screenplay | Budget | 1 | A |
| 1100 | Development | 1102 | Producers Unit | Budget | 1 | A |
| 1100 | Development | 1103 | Directors Unit | Budget | 1 | A |
| 1100 | Development | 1104 | Budget Preparation | Budget | 1 | A |
| 1100 | Development | 1105 | Accounting | Budget | 1 | A |
| 1100 | Development | 1106 | Legal | Budget | 1 | A |
| 1100 | Development | 1107 | Office Overhead | Budget | 1 | A |
| 1100 | Development | 1108 | Transportation | Budget | 1 | A |

9. The Cat_ID field and the Category should mirror the Cat_ID field and the Category in the category level. The Acct_Title field should reflect the Account Title ID. Enter a descriptive name for the Account_Name. The Type_of_Account should read Budget. The Group_X should be a 1, 2, 3 or 4. The Budget Letter should be the Budget Letter entered in Step 4.

   It's best to look carefully at the entered values for the existing templates and duplicate the structure. ALL FIELDS MUST BE FILLED IN for the budget template to work properly.

10. When done, select `Close This File` from the Gorilla Menu.

Enter the last level (3rd tier) items, following the same procedure as above.

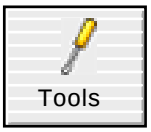
To import line, go to the File Menu and select `Import Records`.

The new budget template will appear right below the other templates on the Budget Selector Window. It is now ready for use.

### 10.2-14 Duplicating a Budget from One Project to Another

To duplicate a budget from one project to another, do the following:

1. Click `Tools` on the Toolbar.




2. Click `Duplicate Budget`.

3. Choose the desired project.

### 10.2-15 Exporting Budget

To export a budget, do the following:

1. Click `Tools` on the Toolbar.

2. Click Export Records.

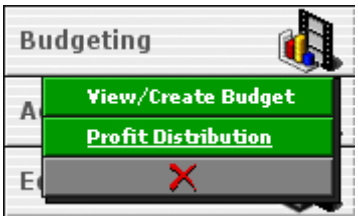
3. Select categories and accounts, or the detail line items for export.

4. Select the desired type of export (See Section 2.3 Importing/Exporting).

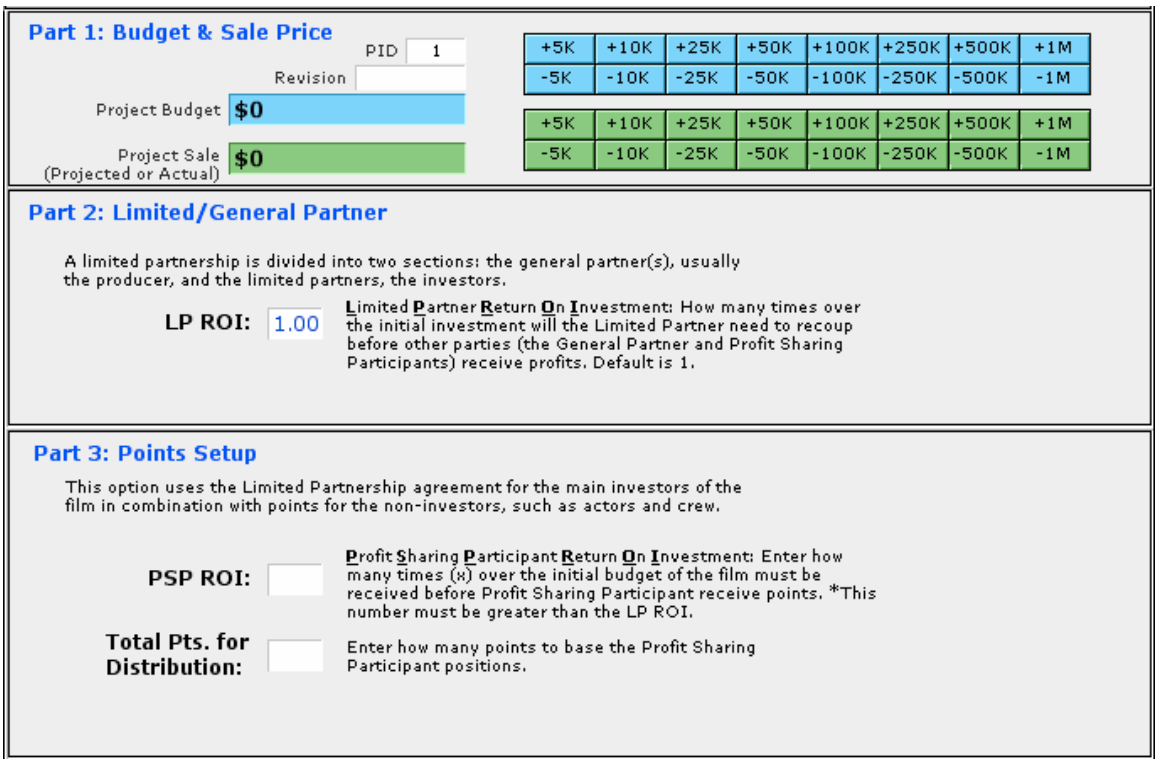
# 11. Distribution of Profits

Gorilla's Distribution of Profits Module tracks profits and how to distribute them. Gorilla can set up limited partnership scenarios, allocate points to cast and crew, and change these scenarios on the fly to see how much money there is to distribute and when.

To enter the Distribution of Profits Module, click `Budget` on the Main Menu and click `Distribution of Profits`.



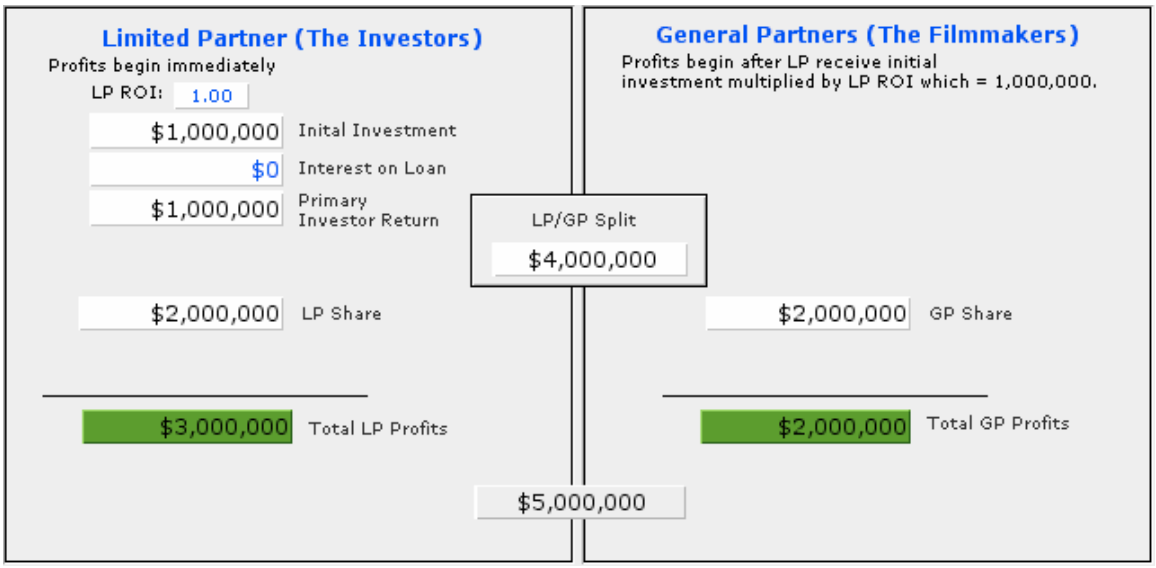

The following screen will appear:




## 11.1 Setup

To set up a scenario, enter the projected budget and the projected sale. If the scenario does not use points, click `Limited` and view a simple LP/GP (Limited Partnership/General Partnership) scenario.

For example, if the budget is $1M and the projected sale is $5M, the LP/GP scenario would be as follows:




In this example, the limited partner (LP or the investors) would receive their $1M first, before any monies are distributed to the general partners (GP or the filmmakers). After this distribution, monies are divided 50/50 between the LP and the GP minus any interest or other payments on the investment/loan.

## 11.2 Points

The following three types of people can invest in the film/project. They are:

1. The Investors (LP)

2. The Filmmakers (GP)

3. Contact, Vendor, Cast, and/or Crew (Points)

Points can be distributed to cast, crew, contacts, and vendors. It is therefore possible to assign a GP points. If this is the case, they will be taking monies from both scenarios.

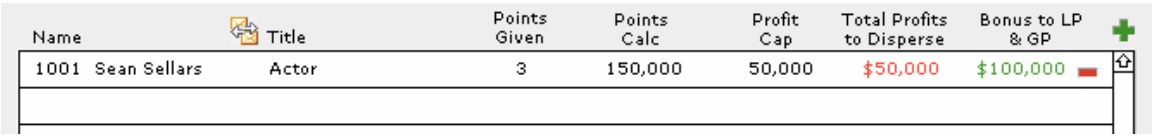
The options for setting up points are outlined below:

| Options When Distributing Points | | |
|---|---|---|
| **Abbreviation** | **Term** | **Explanation** |
| LP ROI: | Limited Partner Return on Investment | How many times over the initial investment will the limited partner need to recoup before other parties (the general partner and profit sharing participants) receive profits. |
| PSP ROI: | Profit Sharing Participant Return on Investment | How many times over the initial budget of the film must be received before the profit sharing participant receives points. |
| Total Pts for Distribution | Total Points for Distribution | How many points to base the profit sharing participant positions. |

In order to distribute points to a cast or crew member, or other contact, Gorilla must allow profit sharing for the person. For actors, this is specified on the Actors Screen whereas for crew this is specified on the Crew Screen, and so on.

To assign cast or crew member points, do the following:

1. Click `Positions` on the Gray Command Bar.



| Name | | Title | Points Given | Points Calc | Profit Cap | Total Profits to Disperse | Bonus to LP & GP |
|---|---|---|---|---|---|---|---|
| 1001 | Sean Sellars | Actor | 3 | 150,000 | 50,000 | $50,000 | $100,000 |

2. Click ✚ and select a person/company from the list.

*Important Note: Only names of people that have been allowed profit sharing will appear on this list. To assign profit sharing privileges on a project by project basis to an actor, crew member, vendor, or contact, go to their respective screens and select PSP.*

3. Enter the points to be assigned to this person. A Profit Cap can also be entered here. All monies that go over the Profit Cap will be reassigned to the LP/GP.

4. Click `Points` on the Gray Command Bar to view the three-way split.

# 12. Locations

The Locations Module stores information such as address, maps, and photos, about locations. Locations can then be attached to breakdown sheets, and the stripboard then sorted by location.

To access the Location Module, click `Location` on the Main Menu.

## 12.1 Adding Locations

Enter primary information for the locations. To add a new location entry, click .

## 12.2 Importing Photos and Maps

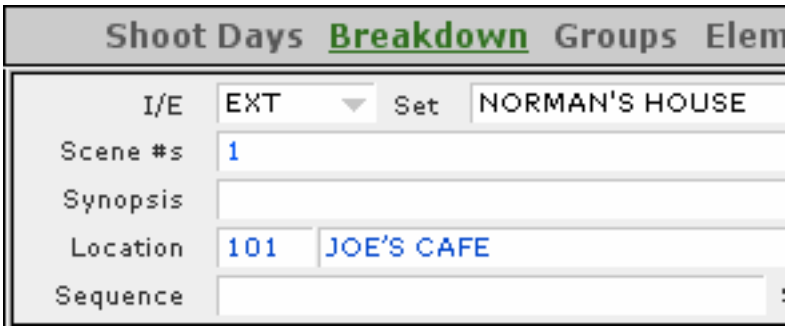
To add a photo or a map, click `Photo` or `Map` on the Gray Command Bar and then click . Photos and Maps should be gifs or jpegs. The smaller the size of the image, the faster it will be to navigate through the records.

## 12.3 Attaching Locations to Breakdown Sheets

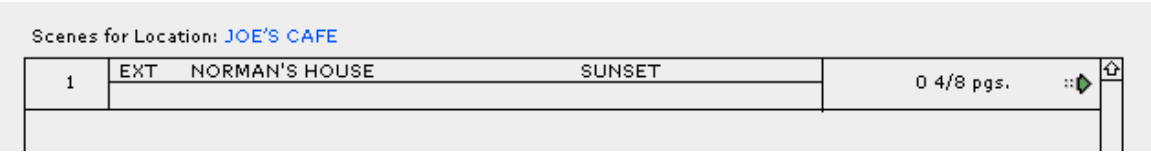
To attach a location to a breakdown sheet, do the following:

1. Go to the Breakdown Screen.

2. Under location, choose the desired location. Only locations that are attached to the current project will be visible.




3. The scene attached to that location will appear on the Locations Screen in the window below the location information.



## 12.4 Copying a Location to Another Project

To reuse the same location for another project, click . Select the desired project.

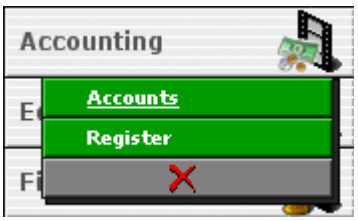
# 13. Accounting

The Accounting Module tracks expenses. Use it much like a check register, entering all payments to cast, crew, and vendors, and entering deposits such as investor money, other cash, and credit card accounts.

Gorilla can then compare expenses to the budget to see if the budget is on track.

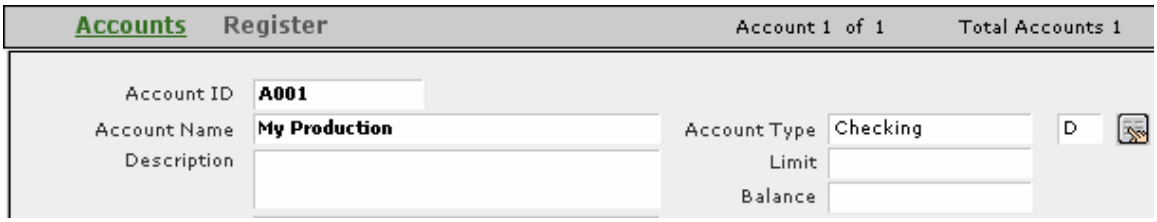
## 13.1 Creating an account

To create an account, do the following:




1. Click Accounting on the Main Menu and then click Accounts.

2. When prompted to create an account, enter primary information for that account.



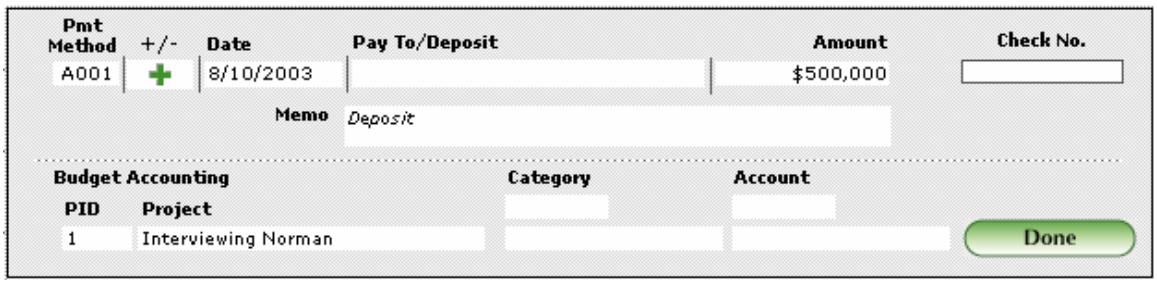

Enter either a debit account or a credit account. For example, a checking account would be a debit account.

## 13.2 Entering Transactions

To enter the first transaction, do the following:

1. Click `Register` on the Gray Command Bar.

2. Click ✚.




3. If this is a deposit, select + in the +/- field. Enter the amount. When finished, click `Done`.

### 13.2-1 Tracking an Expense to a Budget

To attach an expense to a specific budget line item, do the following:

1. In the Pay To/Deposit field, enter the appropriate cast, crew, or vendor. The entries in these fields are taken directly from the Cast, Crew, and Vendor Screens.

2. Under Budget Accounting, enter the appropriate Category and Account.

### 13.2-2 Linking Accounting to a Budget

By default, Gorilla will attach the first budget to the Accounting Module. However, if there are multiple budgets, click `Link to Budget` to choose the desired budget.

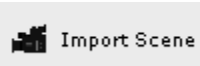

This is a powerful means of comparing budget vs. expenses.

# 14. Editing

Gorilla's Editing Module can track scene information during the editing process. Make notes on which takes to use, where your media is stored, if audio takes can be heard, etc.

Gorilla can import all this information from Final Cut Pro, or from the disks supplied by the film transfer lab.

To include a Quicktime movie of a scene, click `Import Scene`.




To play the movie, do the following:

1. Click the clip.

2. The control buttons will appear. Click `Play`.

# 15. Film Festivals

Gorilla comes preset with over 120 film festivals, but can store many more. This module is used to track a project's film festival entries.

| | Festival | Where | When |
|---|---|---|---|
| | Abbitibi-Temiscaminique International Film | Rouyn-Noranda, Quebec, Canada | October |
| | AFI Los Angeles International Film Festival | Los Angeles, California | October |
| | American Indian Film Festival and Video Exposition | San Francisco, CA | November |
| | Ann Arbor 16mm Film Festival | Ann Arbor, Michigan | March |
| | Arizona International Film Festival | Tucson, Arizona | February |
| | Art Film Festival | Trencianske Teplice, Slovak | June |
| | Asian American International Film Festival | New York, New York | July |
| | Aspen FilmFest | Aspen, Colorado | September |

To view the detail information for the current film festival, click .

There are 4 options on the Gray Command Bar. They are: General, Entry, Response, and Notes.

General Entry Response Notes

General: General information about the film festival, including address, phone, web info, deadlines, and theme.

Entry: Projects that are entered into the festival, fees, and entry notes.

Response: The film festival's response.

Notes: Miscellaneous notes for each festival and the project entered into the festival.

To track a film festival, do the following:

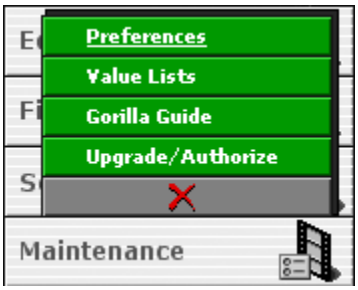
1. Click Entry on the Gray Command Bar.
2. Click .
3. Select the desired project.
4. To track the response(s) for this and other projects, click Response and enter status of response information.

# 16. Maintenance

## 16.1 Preferences

Preferences are customizable choices that affect the display, printing, sorting, format, reporting, and other functions.

To set preferences. click `Maintenance` on the Main Menu and then click `Preferences`.




### 16.1-1 Login Preferences

Login Name: Current user logged in.

Access Level: Access level of current user.

Access Rank: Rank of current user.

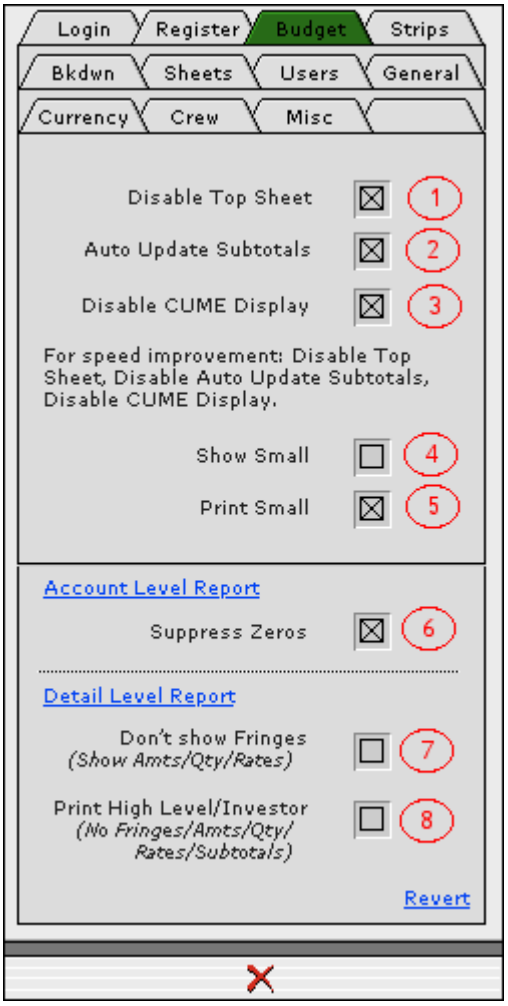
Project for this session: The active project.

Production Company Info: Production company, address, and phone numbers for currently selected production company.


Clicking `Update Production Info` will populate the production company information for this project. After changing the production company information in the Projects Module, clicking this button will update this information throughout the program.

Production Company information is printed on most of the reports. The address and phone info can be suppressed using a preference in the `General` preference tab (See Section 16.1-7 General).

## 16.1-2 Budget Preferences




1) If this box is checked, the Top Sheet Screen will be inaccessible. Older computers may take some time to redraw the top sheet, so checking this box will speed things up.

2) If this box is checked, top sheet subtotals will be automatically calculated. If not, update the subtotals by clicking `Update Subtotals` on the Top Sheet Screen.

3) Checking this box will disable the CUME display, speeding up the performance of the budget.

4) If this box is checked, the line items in the Budgeting Module will be displayed in a smaller font so that more information in viewable on the screen. Also, the toolbar on the top of the screen will be hidden.

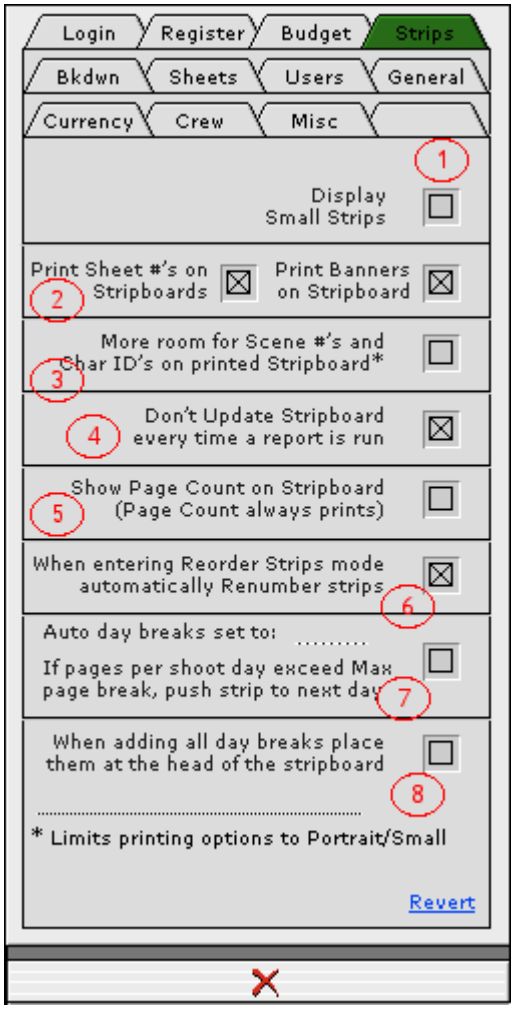
5) When checked, all budget reports are printed in a smaller font.

6) When checked, Gorilla suppresses empty or zero line amounts so that only those line items which have values are printed.

7) When checked, the Detail Level Report prints without fringes.

8) When printing the Detail Level Report, check this option to print the report without fringes, amounts, quantity, rates, and subtotals. This will make the report simpler to read for high-level investors.

## 16.1-3 Strips Preferences




1) When displaying the stripboard, smaller strips will appear.

2) When printing the stripboard, show sheet numbers on strips. When printing stripboards, banners will print.

3) Allow more room for scene #'s and character ID's on printed stripboard.

4) When running a report that requires the stripboard to be updated, do not automatically update the stripboard.

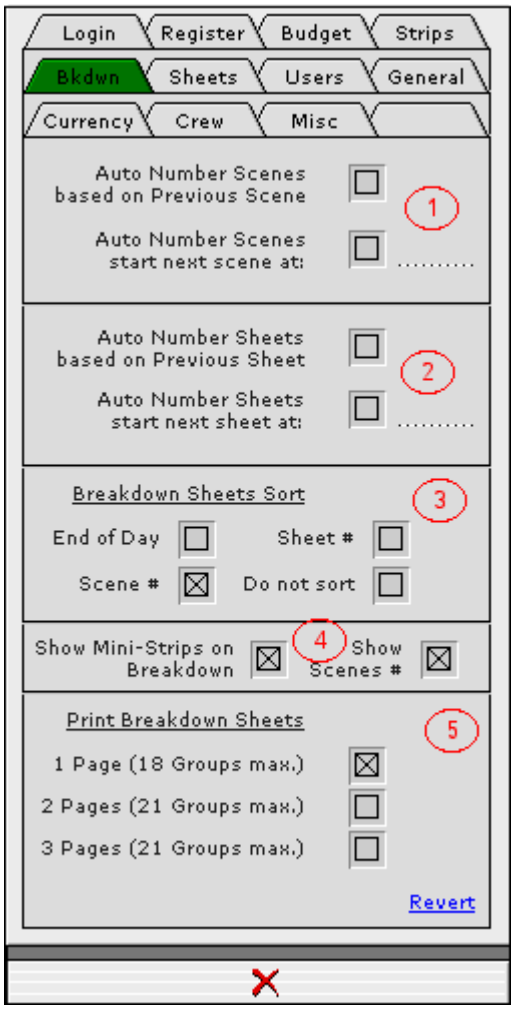
5) When displaying the stripboard on the screen, show the end-of-day page count on day breaks (this takes a little longer).

6) Automatically renumber the sort numbers for the stripboard when entering Reorder mode.

7) The default number of pages Gorilla will group together when using auto day breaks, and whether or not to add a break before or after the shoot day has exceeded this number of pages.

8) When adding day breaks, add them to the top or the bottom of the stripboard. (The stripboard must be renumbered properly for this preference to work.)

## 16.1-4 Breakdown Preferences




1) Automatically number scenes based on previous scene entry, or specify what number at which to start the next scene.

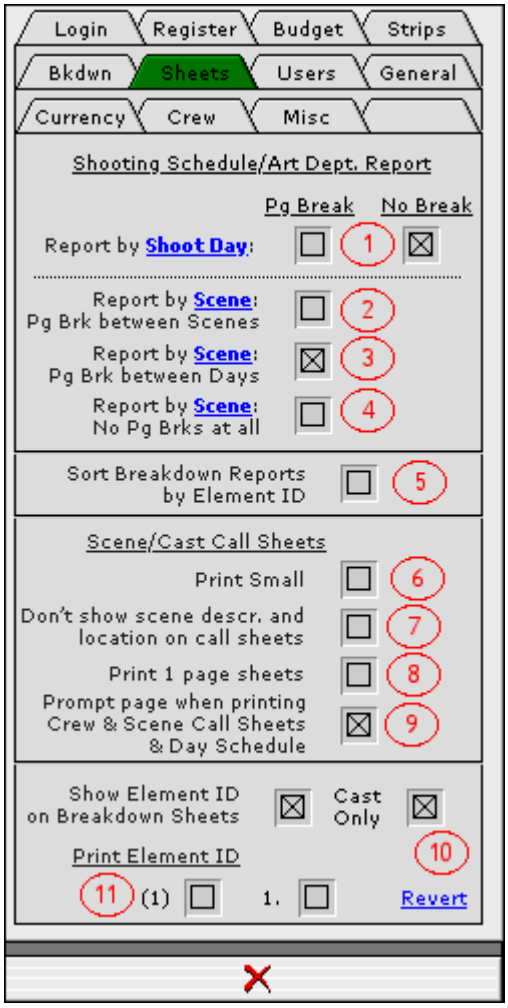
2) Automatically number sheets based on previous sheet entry, or specify what number at which to start the next sheet.

3) When viewing breakdown sheets, specify the sort.

4) Mini-strips are a smaller version of the stripboard displayed alongside the Breakdown Sheet Screen. Mini-strips can be turned on or off. Scene numbers can be displayed within the mini-strips.

5) When printing breakdown sheets, print 1-, 2- or 3-page sheets. 1- page sheets print up to 18 groups, whereas 2- and 3- page sheets print all 21 groups.

## 16.1-5 Sheets Preferences




1) When printing a Shooting Schedule Report specified for days, this report will page break between days if selected.

2) When printing a Shooting Schedule Report specified for scenes, this will page break between scenes if selected.

3) When printing a Shooting Schedule Report specified for scenes, this will page break between days if selected.

4) When printing a Shooting Schedule Report, no page breaks are added.

5) Sort the above reports by Element ID or by Element Name.

6) When printing Scene/Cast Call Sheets, ability to print smaller font.

7) Suppresses scene descriptions and location on call sheets to allow more room for other elements.

8) Print 1 Page call sheets (shorter forms).

9) When printing Crew and Scene Call Sheets, prompt before each page.

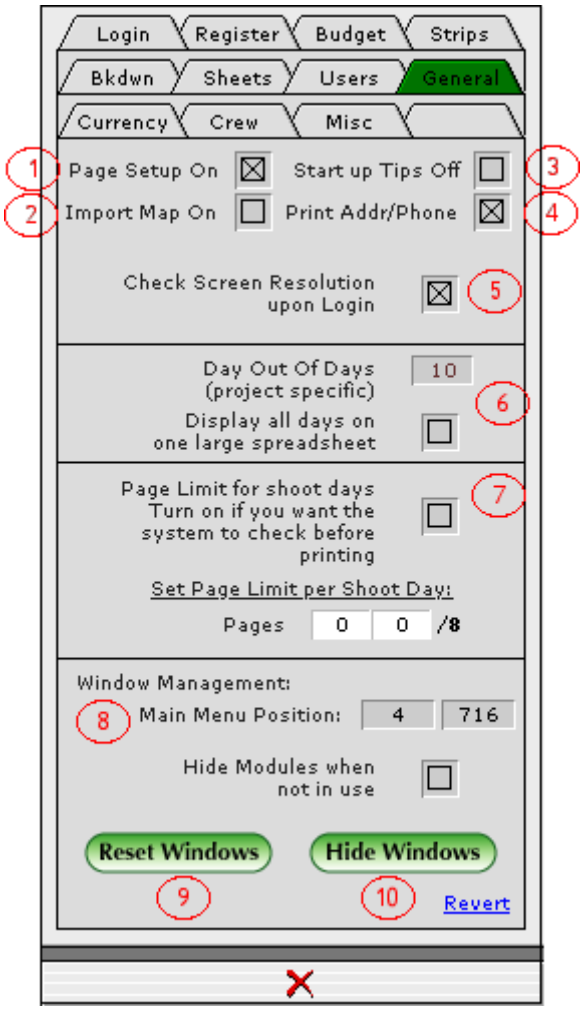
10) When checked, the Element ID is included on breakdown sheets.

11) Element ID's can be displayed two ways.

## 16.1-6 Users

Displays all users and their access levels.

## 16.1-7 General




1) If this box is checked, the default Print Setup Dialog Box will appear every time a report is printed.

2) If this box is checked, when importing data from another source, the path to the field import map will appear.

3) To hide start-up tips, click here.

4) When checked, address and phone info will be printed on reports.

5) For best screen resolution, the monitor should be set to either 768 x 1024 or 870 x 1152 (an exception to this is the Apple Cinema Display). When this option is selected, Gorilla will display a warning is the monitor is set to the wrong resolution.

6) Set how many days cast members are held before dropped, and display Day out of Days on one large spreadsheet as opposed to multiple screens.

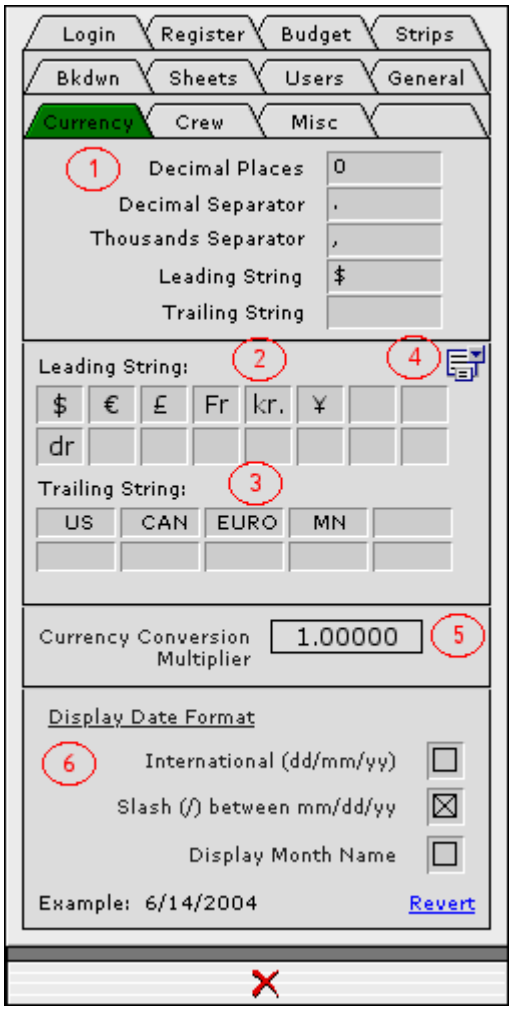
7) To help limit pages to shoot per day, Gorilla will issue a warning before printing the stripboard if a shoot day is over that limit.

8) Set the Main Menu position on the screen and hide windows when not in use.

9) To reset all windows to their default position, click this button.

10) To hide all windows, click this button.

## 16.1-8 Currency




1) Format the way numbers print for currencies throughout the program.

2) Specify a leading string here.

3) Specify a trailing string here.

4) To modify or add more currency values, click here.

5) This option converts all of the monetary amounts in the program to another currency. For example, to see what the budget will look like in EUROS, enter a conversion multiplier here and make sure the formatting for currency is set to Euros. By default, this should be set to 1.

6) Changing these settings affect the way dates appear on reports. By default, the date will appear as month/day/year.

## 16.1-9 Crew

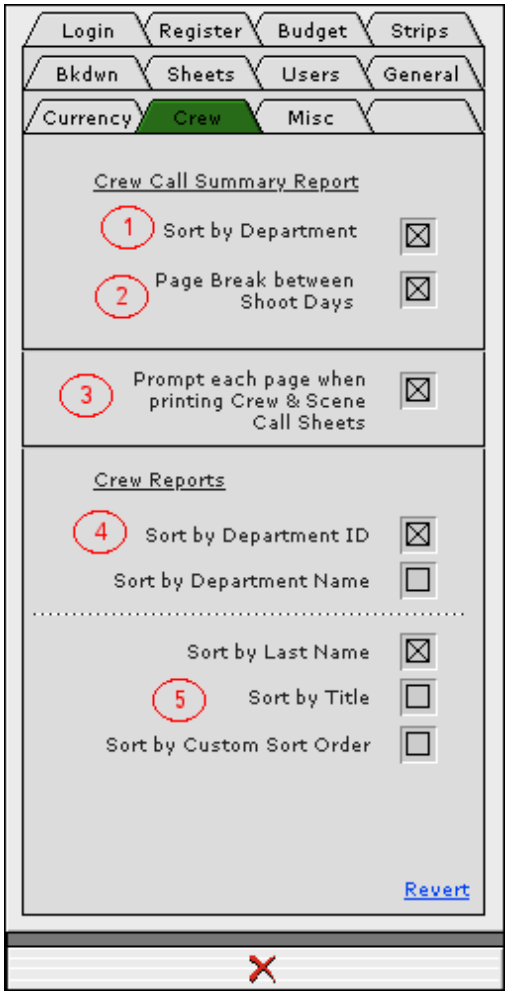
1) When printing a Crew Call Summary Report, sort by department.

2) When printing a Crew Call Summary Report, page break between shoot days.

3) When printing Crew and Scene Call Sheets, prompt before each page.

4) Sort Crew Reports by department ID or by department name.

5) Sort Crew Reports by last name, title, or by a custom sort order.

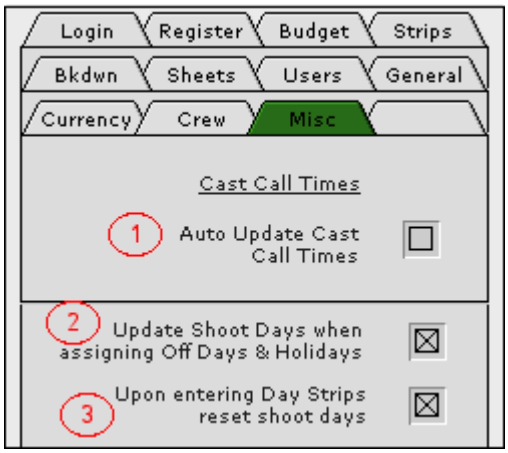



## 16.1-10 Misc

1) When entering the Cast Call Times Screen, changes from the stripboard are automatically recalculated.

2) When assigning an off day or a holiday, the Shoot Days Screen is updated automatically. If this option is turned off, shoot days must be manually updated. (To manually update shoot days, click Shoot Days on the Shoot Days Screen.)

3) Upon entering the Day Strips Screen, reset the displayed shoot days

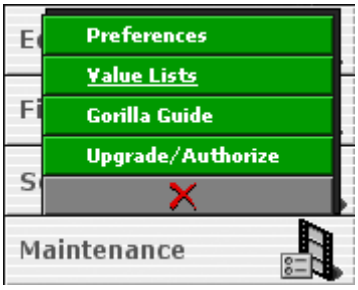


from the beginning of the production.

## 16.2 Value Lists

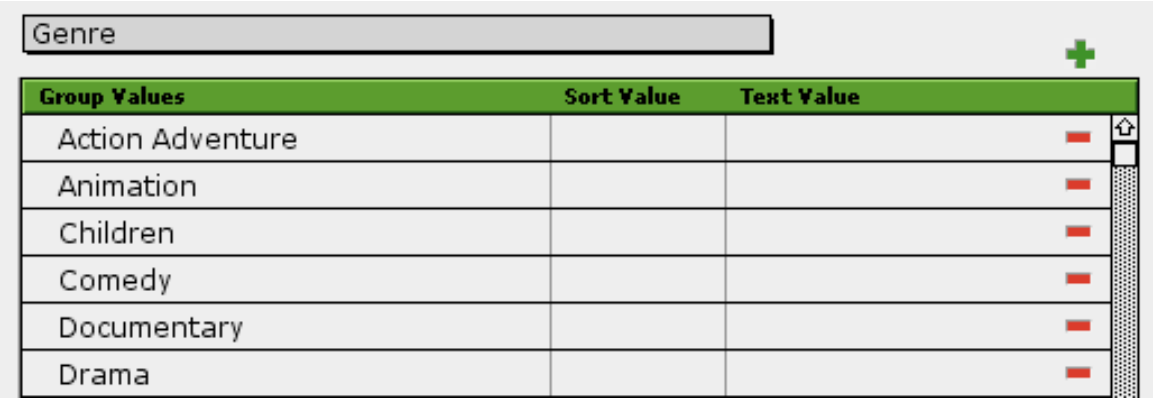
Many of the screens have value lists in the form of pop-down menus. Most of the time, the values can be modified. There are two ways to access the Value List Screen.

1) Click `Maintenance` on the Main Menu, and then click `Value Lists`.




or

2) Click the  next to the pop-down list you want to modify.




To add a value to the group, click  . To remove a value from the group, click  .

The following is a list of all the value groups that have modifiable values:

| Modifiable Value Groups | |
|---|---|
| **Group** | **Screen** |
| Age/Range | Character |
| Agents/Managers | Actor |
| Casting Directors | Actor |
| Character Type | Character |

| Modifiable Value Groups | |
|---|---|
| **Group** | **Screen** |
| Company | Contacts |
| Crew Title | Crew |
| Currency | General |
| Department | Crew |
| Detail | Budget |
| Event Type | Calendar/Datebook |
| Fringes | Budget |
| Genre | Projects |
| Group Name | Scheduling |
| Hair Color | Actor |
| How Paid | Accounting |
| Meeting Locations | General |
| Other Title | Contacts |
| Phase | Scheduling |
| Rating | Film Festival |
| Type of Account | Accounting |
| Union | Actor/Crew |
| Units | Budget |
| Vendor Category | Vendor |
| Writers | Projects |

Certain values cannot be deleted. These values are indicated by a ●.

## 16.3 Upgrade/Versions

The Student or Standard Edition of Gorilla can be upgraded at any time.

### 16.3-1 Difference Between the Student, Standard and Pro Editions

The following table explains the difference between the different editions of Gorilla.

| Gorilla's Three Editions | | |
|---|---|---|
| **Edition** | **Shoot Day Limit** | **Budget Limit** |
| Student | 14 Shoot Days* | $50,000 per budget |
| Standard | 48 Shoot Days* | $500,000 per project |
| Pro | Unlimited | Unlimited |

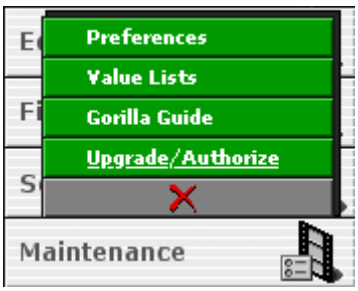
* Shoot Day Limit: This is across multiple production phases. For example, if Phase 1 = 3 days, Phase 2 = 4 days, and Phase 3 = 7 days, the Student Edition can be used.

### 16.3-2 Upgrading to Standard or Pro

The Student Edition can be upgraded to Standard or Pro, and the Standard Edition can be upgraded to Pro at any time. In order to do this, do the following:

1. Contact Jungle Software and purchase a new serial number.

2. Click `Maintenance` on the Main Menu, and then click `Upgrade/Authorize`.




3. Click `Upgrade`.

4. Enter the new serial number.

# 17. Contact Info

Jungle Software is located at the following address:

12711 Ventura Blvd., Suite 345
Studio City, CA 91604
(818) 508-7090
(818) 487-7865 (fax)

For tech support, please email us:

support@junglesoftware.com

For marketing opportunities, or to become a reseller of Gorilla, e-mail Ethan Markowitz, Director of Product Development:

ethan@junglesoftware.com

For custom database solution, please contact Debbie Cohen-Sitt of our parent company, The Database Factory:

debbie@thedatabasefactory.com

For suggestions about how to improve future versions of Gorilla, please contact Gorilla's primary developer, Aaton Cohen-Sitt:

aaton@junglesoftware.com

# 18. Troubleshooting

| Troubleshooting Guide/FAQ | |
|---|---|
| **Question** | **Answer** |
| On the Breakdown Screen, the mini-strips do not appear on the right-hand side of the screen. They are all blank. How do I make them appear? | Your breakdown sheets are not attached to a production phase. For instructions, see Section 9.2-2 Manually Attaching a Production Phase to a Breakdown Sheet. |
| When upgrading from version 1.3.x to version 2.x, my budget and my schedule are gone. Where is my data? | There are special update instructions to transfer your budget and schedule information to version 2.0 from an earlier version of Gorilla. Please read the `Updater Read Me` file located in the updater folder for instructions. |
| When I change my project's title on the Projects Screen, the title doesn't update everywhere else. How do I change my project's title globally? | Go back to the Projects Screen and re-select the `Current Project` checkbox. This will update the new project title throughout Gorilla. |
| When I try to import data from another file, I cannot see the file even though I know it is in that folder. Why has my file disappeared? | Select `*Show All Files Type` from the `Type of File` pull-down menu. |
| When printing my stripboard, the strips do not fit properly on the page. How do I keep the edges from being cut off? | Some printers need larger margins than others. In Preferences/General, select the `Page Setup On` checkbox. Print your stripboard again. When the Page Setup Dialog Box appears, reduce the scaling to 95%. |
| I'd like to email a report (my budget or my stripboard for example) to someone, but they do not have a copy of Gorilla. Is there a way to do this? | The best way to email a report is to print the report to .pdf and then send it as an attachment. This feature is built into Macintosh OS X, but it can also be done with Windows with Acrobat Writer. Please check www.adobe.com for more information on how to do this. |

| Troubleshooting Guide/FAQ | |
|---|---|
| **Question** | **Answer** |
| When printing my stripboard (or any other scheduling report), the shoot days do not correspond to the way they appear on the screen. How do I make my printed reports match my data? | Make sure you update the stripboard by clicking `Update` before printing. For more information, see Section 9.7-10 Updating the Stripboard. |
| In the Budgeting Module, the CUME display on the top right-hand side of the screen does not update automatically. How do I get up-to-the-minute figures? | Click the CUME Display to update it. |
| How do I add the director's name and phone number and/or the producer's name and phone number to the header of all my budgeting reports? | Go to the Crew Module and create a record for the director and/or the producer. Attach these crew members to the current project. To learn how to do this, see Section 7.3-1 Attaching Crew to Projects. |
| When printing the Chart of Accounts Report or the Account Level Report, I only see the items for which I gave values. How do I print every line item, even the ones that have zeros? | Go to Preferences and click the `Budget` tab. Deselect the Suppress Zeros in Account Level Report Checkbox. |

# 19. Index

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