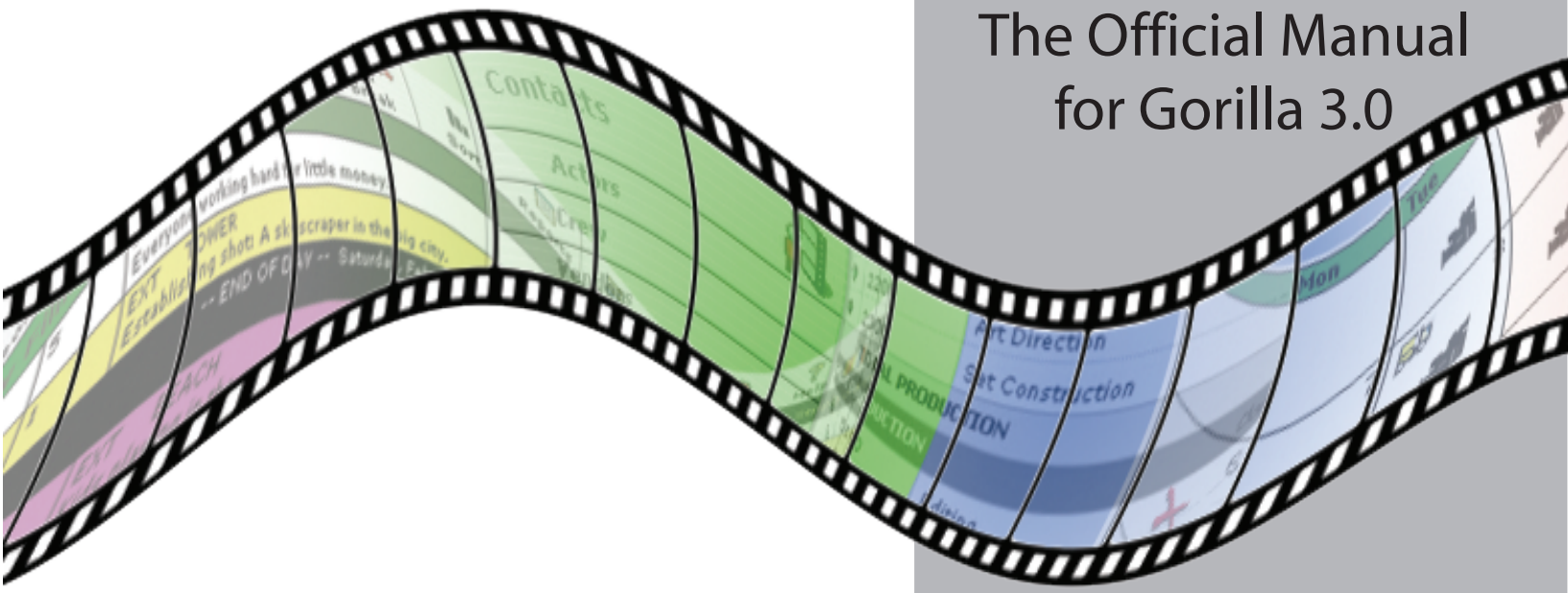
Film production software for the *independent* filmmaker

GORILLA GUIDE

The Official Manual
for Gorilla 3.0



Macintosh
&
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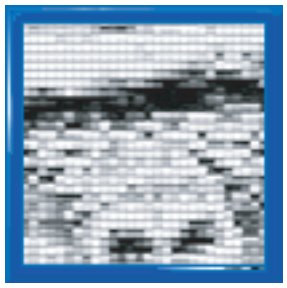

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2. General

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 60 new features to Version 3.0, 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 3.0 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 3.0 icon in the Gorilla 3.0 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.
2. Double-click Install Gorilla 3.0.
3. Follow the instructions in the installer.

4. When the installer finishes, a folder named Gorilla 3.0 will be placed in the Applications directory.

5. Launch the application by double-clicking the Gorilla 3.0 icon in the Gorilla 3.0 folder

6. If you wish, drag this icon to your dock.

---

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 PR (Pro Edition), or SD (Standard Edition), or ST (Student Edition). (See Section 2.1-1 Registering Gorilla).

9. 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.

10. Enter a password and a hint.

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` to create a new project, or `Load` to load a schedule file (.grs) or a budget file (.grb).

14. Enter a project title on the Projects/Story Screen. When finished, click the name of the project to make it active.

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.

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.

For special pricing on multi-user licenses, please contact Jungle Software.

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

2.1-3 Deauthorizing Gorilla

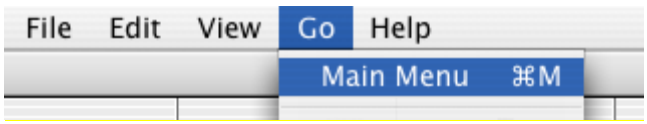
If you are replacing your computer, you may wish to deauthorize Gorilla. To do so, launch Gorilla and click `Admin` on the Main Menu. Click the `Upgrade/Authorize` tab and then click `Deauthorize`.

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.

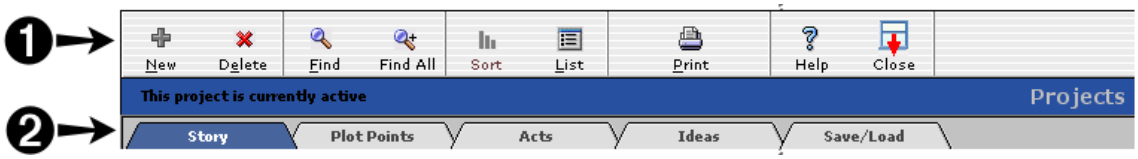
The Main Menu can be accessed by typing `Command-M` or selecting `Main Menu` from the Go Menu.



2.2-2 Interface for Screens

Gorilla uses the same interface for most of its screens.

The Toolbar and Tabs



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

Tools on the Toolbar		
	New	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 a report.
	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).
Close	Return to Main Menu	To return to the Main Menu and close the current screen.

2) Most screens will have tabs to navigate within the module. The tab selections will differ depending on the module.

Example: These are the tabs for Scheduling.

The selections for Scheduling are:

- Shoot Days
- Breakdown
- Categories
- Elements
- Storyboard
- Stripboard

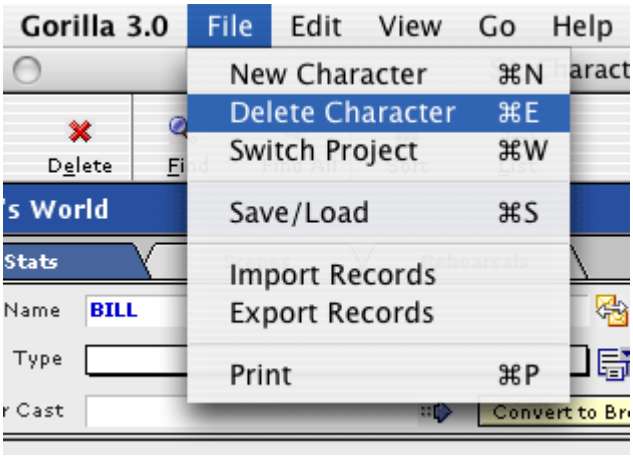
In the example above, the current screen is the Breakdown Screen. We know this because the breakdown tab is blue.

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

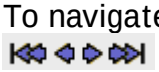
For example, by clicking `Scheduling` on the Main Menu, there is an option to navigate directly to the `Breakdown Sheets`.

Gorilla Menus and Keyboard Shortcuts

The menus at the top of the screen will differ depending on what Gorilla module you are using. Many of the selections will have a keyboard shortcuts associated with them. In the example to the right, command-E is another way to choose `Delete Character`.



Navigating Through Records

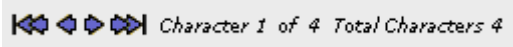
To navigate from one record to the next, use the navigational buttons  on the lower left-hand side of the screen.

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

Alternatively, to expand the found set to all records, click Find All on the Toolbar.

Found Set of Records

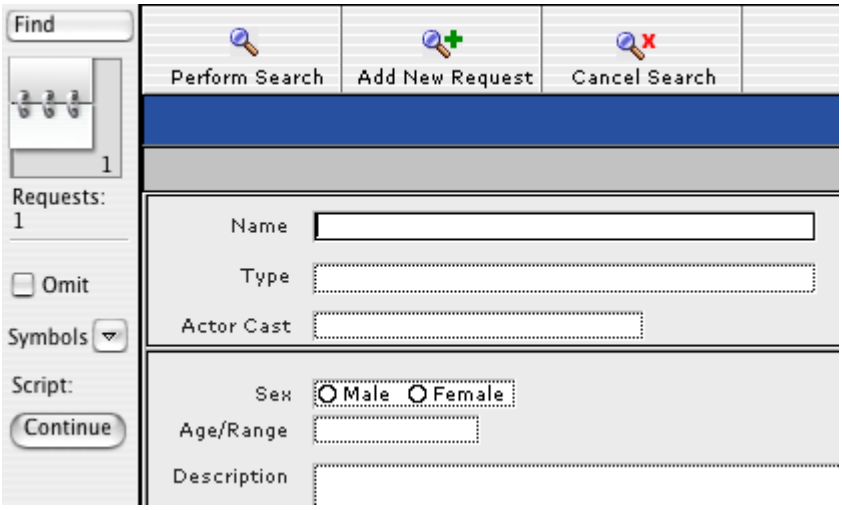
On most screens, the Record Count shows how many records are in the found set.



Important Note: In many cases you will only be able to see records from the currently active project. In order to see the records in another project, you must switch projects (see Section 5.1-3 Switching Project).

Finding Records

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.

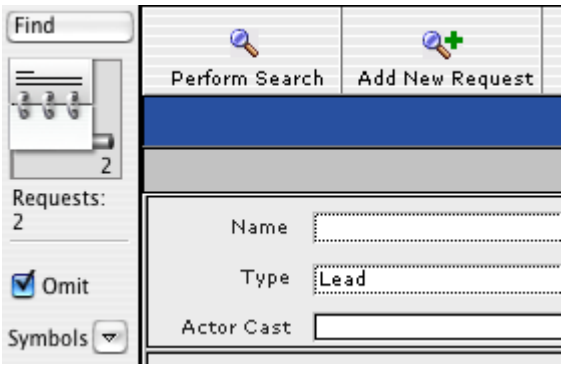
2. Click Add New Request.

3. Select the type Lead.

4. Click Omit in the left side bar.

5. Click Perform Search.

Notice in the example to the right: On the left-hand side displays `Requests: 2`. This means that the find request has two (2) search criteria.



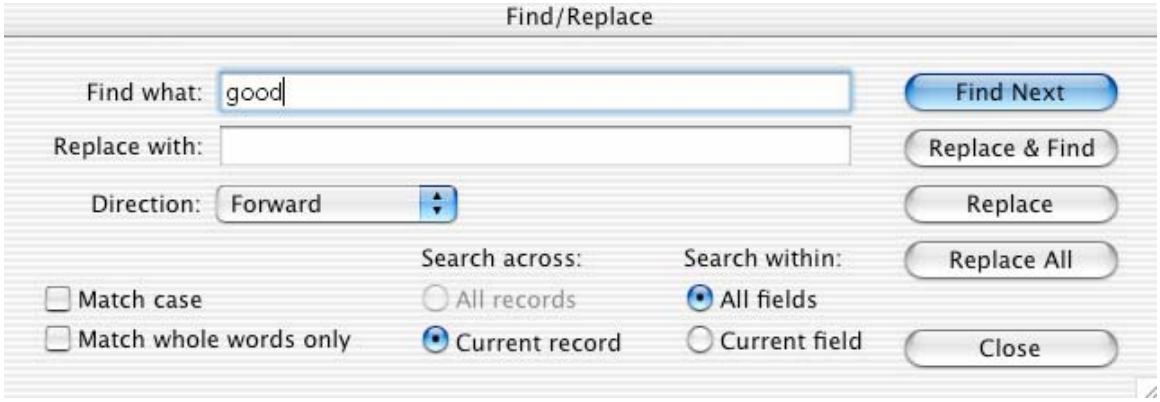
Mathematical symbols can also used to specify more exact search criteria, such as greater than, less than, range, etc.

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 the Contacts, Characters, or Scheduling Modules, and replace it with another word.

To access the Find/Replace Window, SHIFT-click `Find` on the toolbar.



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.

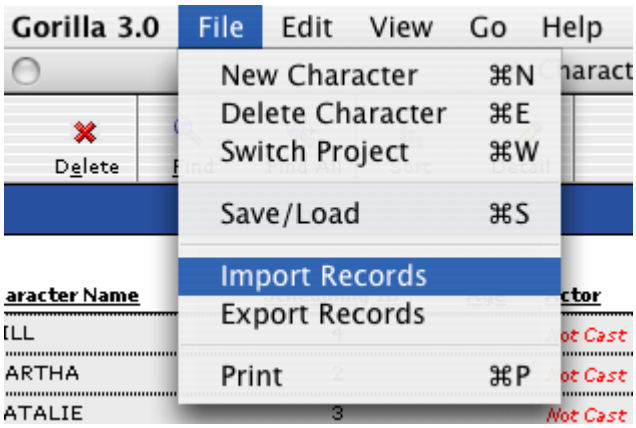
Options in the Find/Replace Window	
Select	**To**
Direction List	Choose the search direction: `Forward`, `Backward`, or `All`.
Match Case Checkbox	Search for only those occurrences in which the capitalization matches the data specified in the Find What Field.
Match Whole Words Only Checkbox	Search for 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.
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 `Print` on the toolbar and click the desired report. Gorilla can print over 70 industry standard reports.

2.3 Importing/Exporting

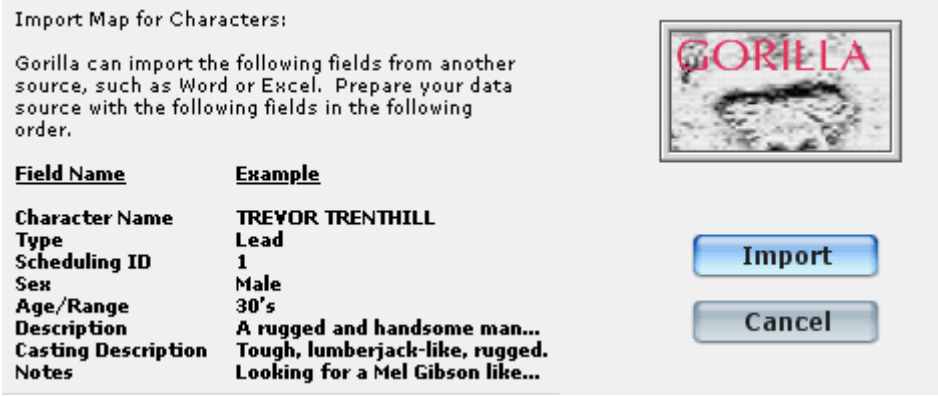
Many of Gorilla's modules have the ability to import or export records to various file formats. These features can be accessed from the File Menu.



Importing

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

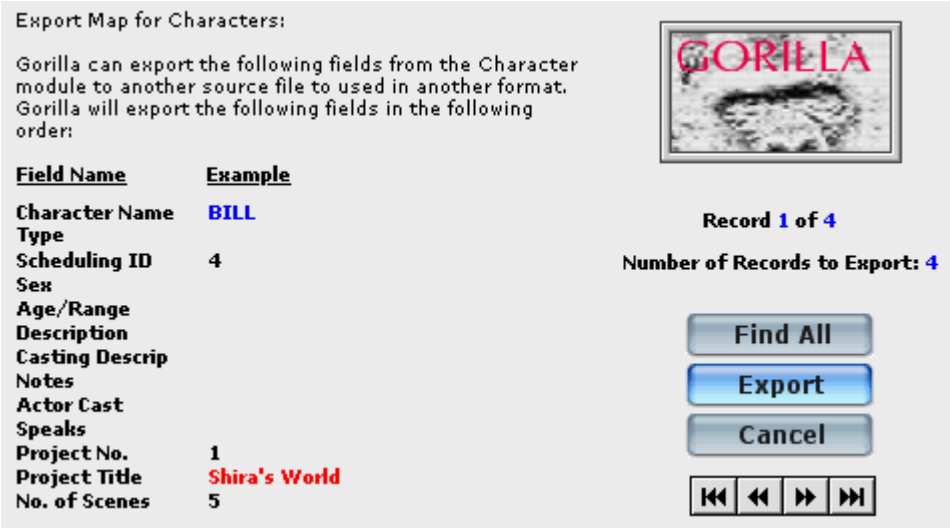
Below is an example of a Character Import Map:



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 records, click `Find All` before clicking `Export`.

2.4 Saving Gorilla

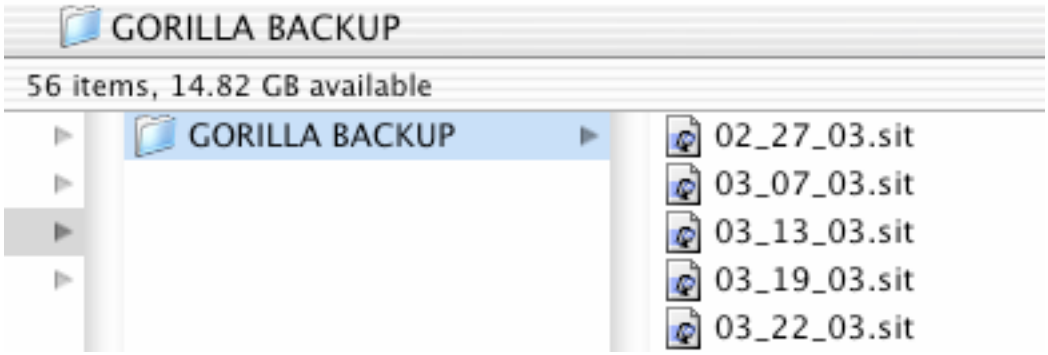
Gorilla saves itself every time the user makes a change. The data is automatically merged with the application in the .GOR files.

Budgets and Schedules can be saved to external files that can be emailed to other Gorilla Users. More information about this is available is Section 9.9 Save/Load Schedule and Section 10.7 Saving/Loading Budgets.

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 System/FileMaker Extensions Folder

In the Gorilla 3.0 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.

2.6 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 6.

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.

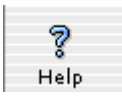
Make note of the name of the file before recovering it, because after the file is recovered, the file must be renamed the ORIGINAL NAME.

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.

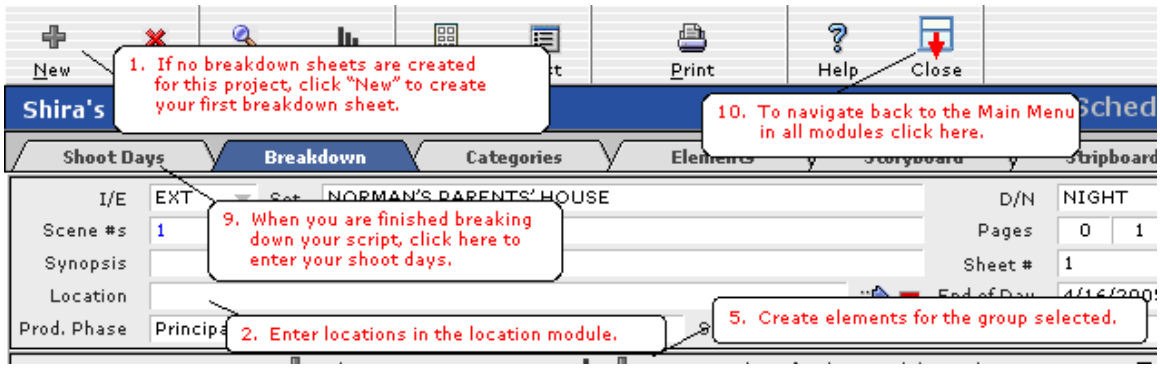
If your file cannot be recovered, reinstall Gorilla from a backup or from the installer. You can load your saved schedules and budgets into the new file.

2.7 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 `New`.

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

Level	Rank	Budgeting	Scheduling	Profits	Locations	Rehearsals	Cast/Crew	Accounting	Add Project	Del Project
Executive Producer	100	✓	✓	✓	✓	✓	✓	✓	✓	✓
Producer	90	✓	✓	✗	✓	✓	✓	✓	✓	✓
Production Manager	80	✓	✓	✗	✓	✓	✓	✗	✓	✓
Assistant Director	70	✗	✓	✗	✓	✗	✓	✗	✗	✗
Accountant	60	✓	✗	✗	✗	✗	✓	✓	✗	✗
Casting Director	50	✗	✗	✗	✗	✓	✓	✗	✗	✗
Location Manager	40	✗	✗	✗	✓	✗	✗	✗	✗	✗

On the grid above, a green check means that the user has access to the feature, and a red X means the user does not have access. The user with executive producer rank can click on these symbols to toggle between them, thus customizing each rank.

3.2-1 Password

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

It is important to enter 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.

Disabling Password Login

To disable password login to make launching Gorilla faster, do the following:

1. Click `Security` on the Main Menu and select `Security/Users`.

2. Click `Disable Login`.

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.

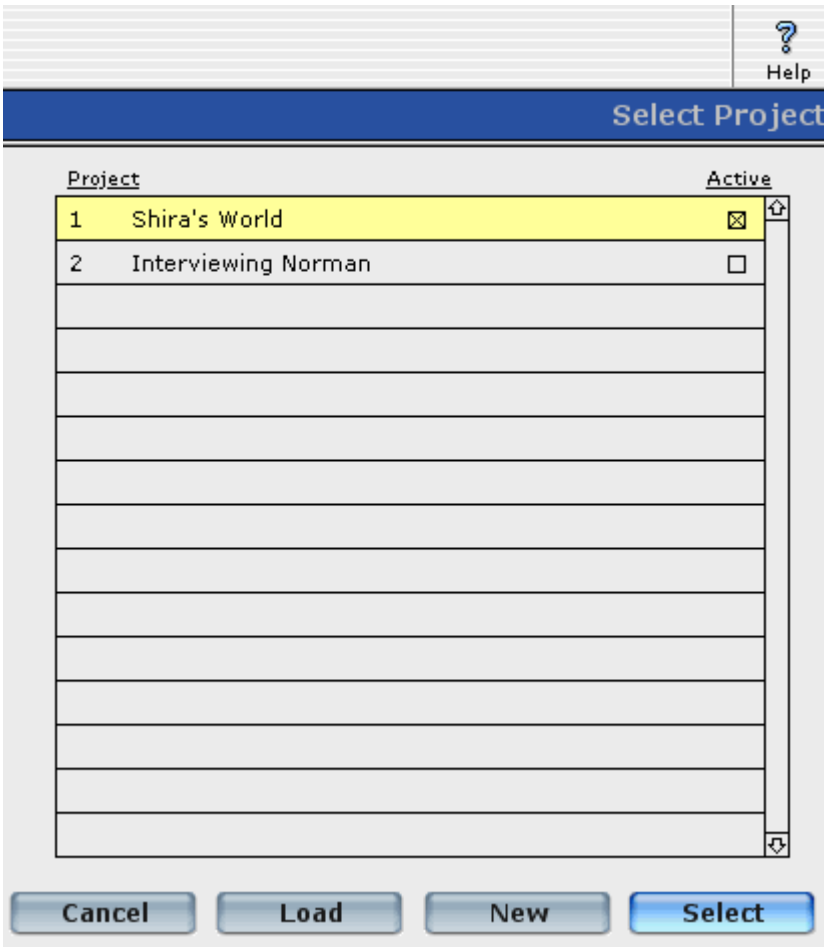
5. Projects

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. Enter a name for the project in the Project Name Field.

<u>The Project Screen</u>

More details about your project can be entered on the Project Screen, which can be accessed from the Main Menu by clicking `Story`, and then selecting `Projects`. 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.
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.
Address	The address field is tied to the production company.
Phone 1 & 2	Enter phone information for the production company.
One Line Description	This is a place for the one-line pitch.
Synopsis	A short description of the project, usually a few lines long.

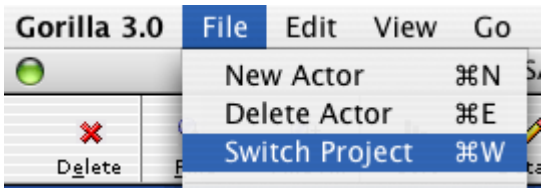
5.1-2 Activating a Project

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

It may take Gorilla several seconds to activate the project.

5.1-3 Switching Projects

In order to switch to another project, select `Switch Project` from the File Menu.



The Select Project Screen will appear.

Projects

This can also be done from the Story Module:

1. Click `Story` on the Main Menu and select `Projects`.

2. Select a project from the list on the right-hand side of the screen.

3. Click `Main Menu`.

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 imports characters and breakdown sheet information from Final Draft® and Movie Magic® Screenwriter.

6.1 Entering Characters Manually

The Characters Module has three tabs.

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 on the Stats screen 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 Screen

The scenes screen 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.

6.1-3 Rehearsals Screen

The Rehearsals Screen 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 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.

Importing Elements

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

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

6.2-2 Exporting the Data

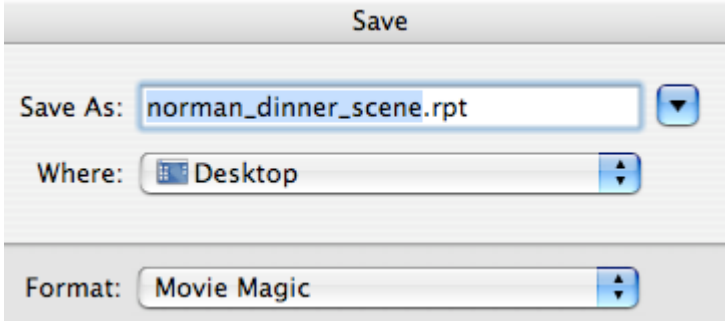
Next, export the information from the screenplay.

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`.



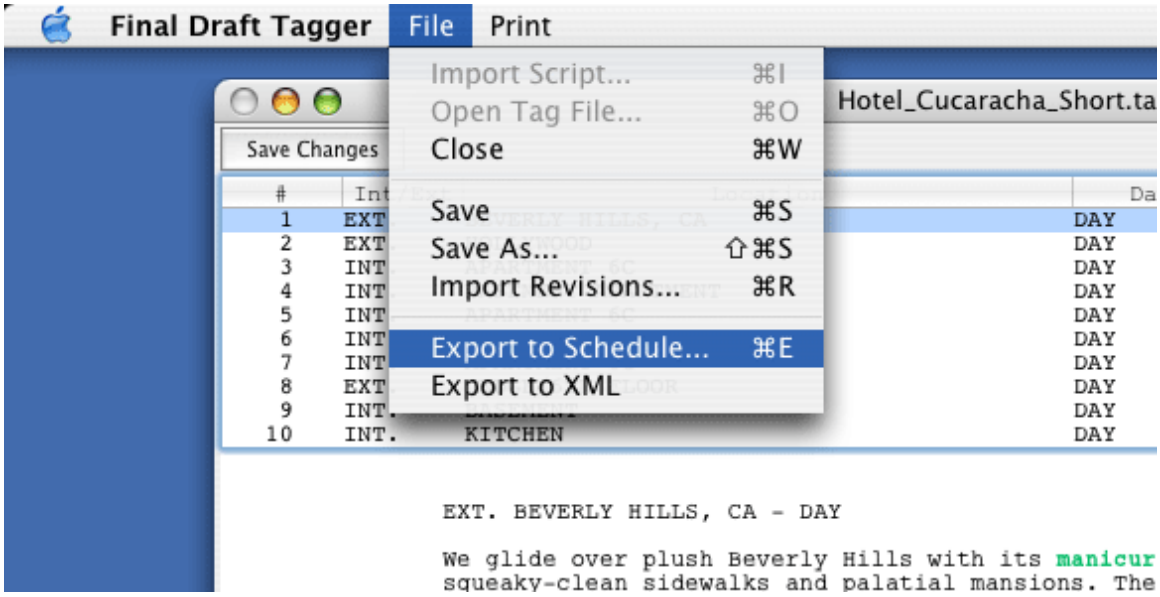
This will save a file with the .RPT extension.

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.

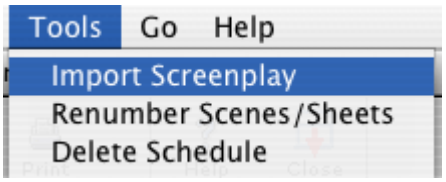
The export file is now ready for import into Gorilla.

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`.

Select the option `Import Screenplay from the Tools Menu`.



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.

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.

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 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.)

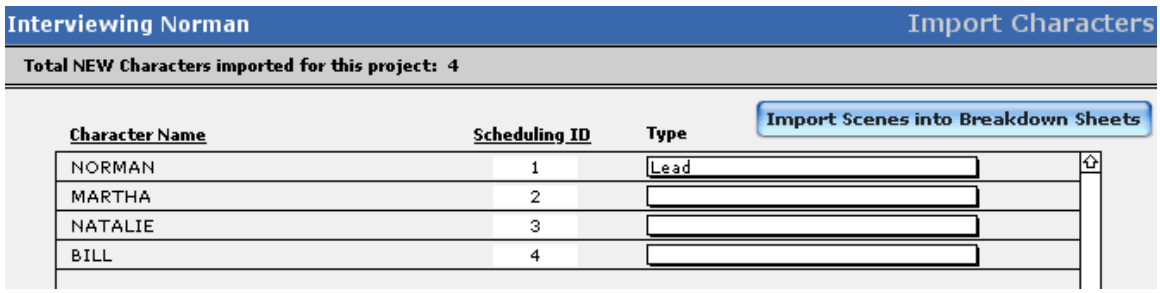
In this example, Bill will be broken down on the breakdown sheets following that naming convention. This might make it clear when Bill is actually needed for that shoot day, or if Bill is only needed for voice over work, which usually is done in post-production.

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.

Indicate the type of character (lead, supporting, extra, ect.) by selecting from the pop-up list in the Type column.

To continue, click `Import Scenes into Breakdown Sheets.`

The Breakdown sheet information will be imported.

Checking for Errors

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.

6.3 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 999. When changing a scheduling ID for a character, Gorilla will reject the change if the scheduling ID number is taken by another character.

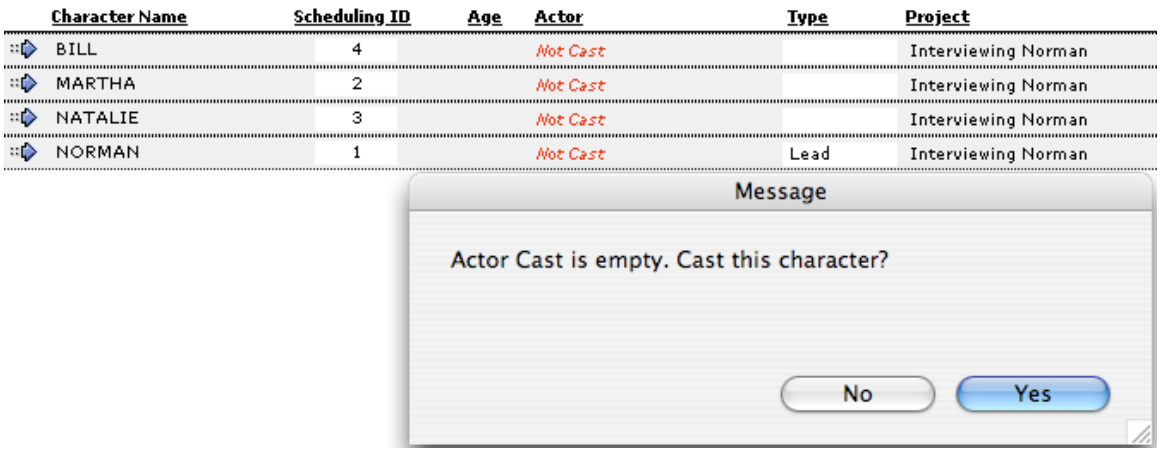
6.4 Attaching Characters to Actors

Characters can be attached to actors, transforming the actors into cast members. To attach a character to an actor, do the following:

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

2. Select the type of role for the desired characters.

3. Click the `Not Cast` field in the Actor Column.



4. Click `Yes`.

5. Either select an actor from the list, or create a new actor. To find an actor, use the ABC buttons to filter the list and then click the actors name to cast the actor.

6.4-1 Removing Actors From Characters

If an actor is no longer playing a role, it is necessary to remove them from the character.

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

2. Click the actor's name next to the desired role.

3. Click `Remove`.

6.4-2 Recasting a Character

To recast an actor, so the following:

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

4. Click the actor's name next to the desired role.

5. Click `Recast`.

6. Select or create a new actor.

6.5 Attaching Rates to Characters

To assist with budgeting, it may be helpful to enter a daily or weekly rate associated with a role. To attach a rate to a character, do the following:

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

2. Click the `Stats` Tab.

3. Enter the rate(s) in the `Daily Rate` and/or `Weekly Rate Fields`.

4. Use the Smart Entry feature in the Budgeting Module to import these rates directly into your budget.

For more information about Smart Entry, see Section 10.3-7 Smart Entry.

6.6 Character Reports

All reports for the Character Module can be accessed by clicking `Print` on the Toolbar or selecting `Print` from the File Menu on the Command Bar. The Character reports are:

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

7. Contacts

7.1 Actors

Store information about actors in the Contacts 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
- Age
- Body Type
- Hair Color
- Height
- Weight
- Color
- Special Skills
- Nudity
- SS#
- Unions
- Notes
- Phone Info
- Picture/Headshot

7.1-2 Casting

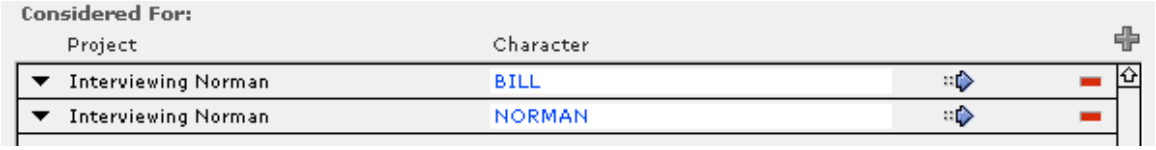
When an actor is created and basic information is entered for that actor, that actor is stored. This is a great way to store information about all actors that have been interviewed, auditioned, or have sent in a resume and headshot.

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 the `Casting` tab. 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!)

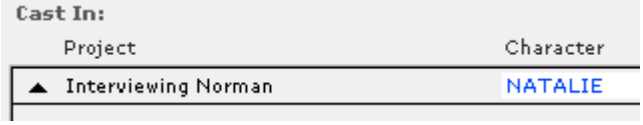


Select a project and then a character. In the example above, this actor is being considered for two roles: BILL and NORMAN.

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.



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 record. 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 `New` and `Find`, or select `Delete Actor` from the `File` Menu.

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.

7.1-5 Adding a Clip

To import a Quicktime movie clip of an actor's reel or audition, do the following:

1. Click `Contacts` on the Main Menu and click `Actors`.

2. Click the `Clip` Tab.

3. Click Import Clip.

4. Find the desired Quicktime (.mov) file.

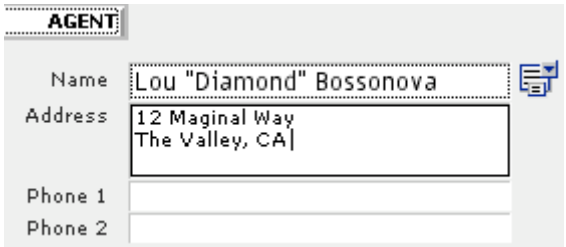
Important Note: Quicktime files are not included in the saved schedule file (.grs). They are only references that point to the to the .mov file.

7.1-6 Deleting a Clip

To delete a clip, click Delete Clip. This will delete the reference. The original file will still exist on the user's hard drive.

7.1-7 Actor Representation

To Store agent, manager, lawyer, and publicist information for actors, click the `Representation` Tab in the Actors Module.

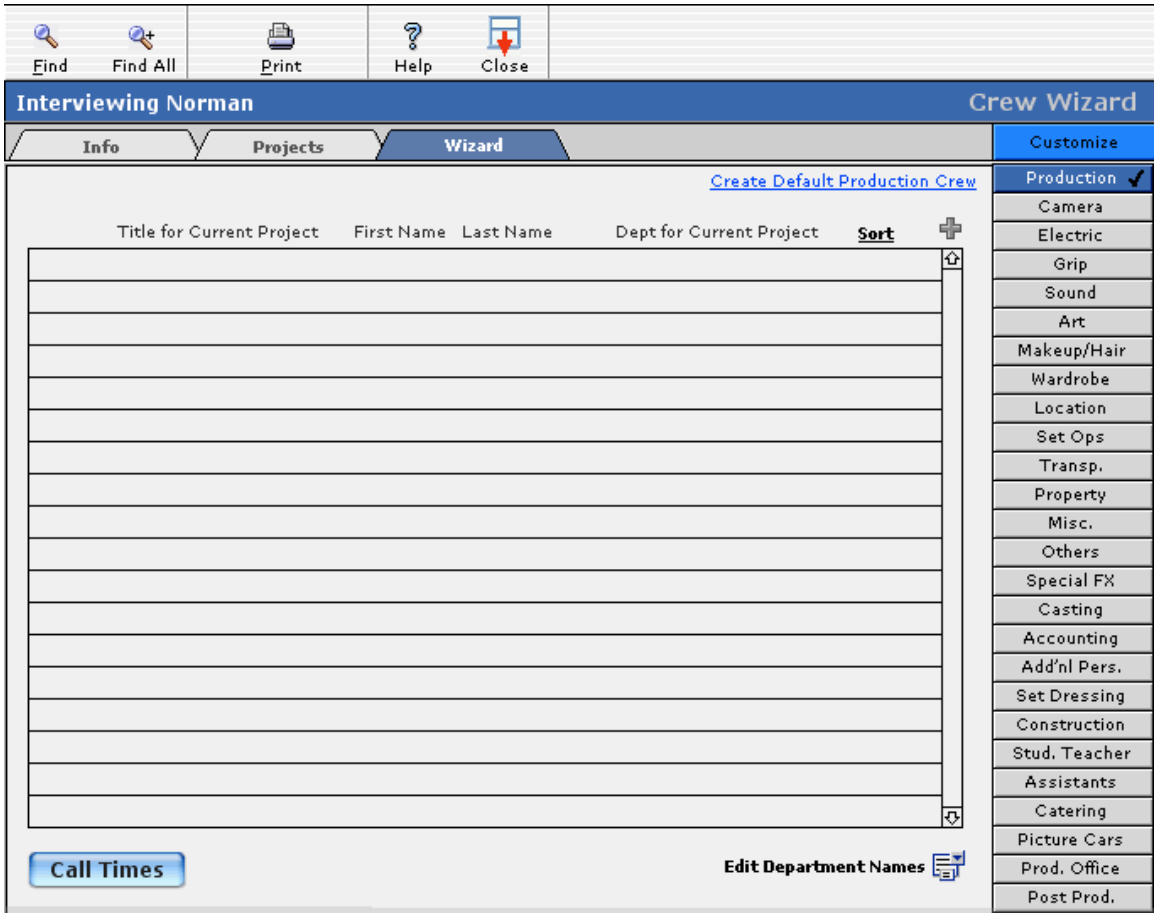


If a certain agent or lawyer is used over and over, add them to the permanent value list by clicking . This way, the name will be available from a pop-up list, and the address and phone info will paste automatically.

To create a report of actors and their representation, select representation in the Report Wizard.

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. To learn more about the Crew Wizard, see Section 7.3 Crew Wizard below.

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 26 departments. They are: Accounting, Add'nl Pers., Art, Assistants, Camera, Casting, Catering, Construction, Electric, Grip, Location, Makeup/Hair, Misc., Others, Picture Cars, Post Prod., Prod. Office, Production, Property, Set Dressing, Set Ops, Sound, Special FX, Stud. Teacher, Transp., and Wardrobe.

These department names can be changed by clicking Value List . These values can neither be deleted, nor are more than 26 values allowed.

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 `Admin` 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`. Click the `Wizard` tab.

All 26 crew departments are buttons at the right 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 `Create Default X Crew` located at the right hand side of the screen, where the "X" represents the current department. Depending on which crew button is selected, Gorilla will create a default crew and attach these new crew members to the current project.

7.3-1 Customizing the Default Crew Wizard

The Crew Wizard contains positions typical to feature film crews in the United States. It may be necessary to customize the Crew Wizard to reflect the needs of another country or another medium.

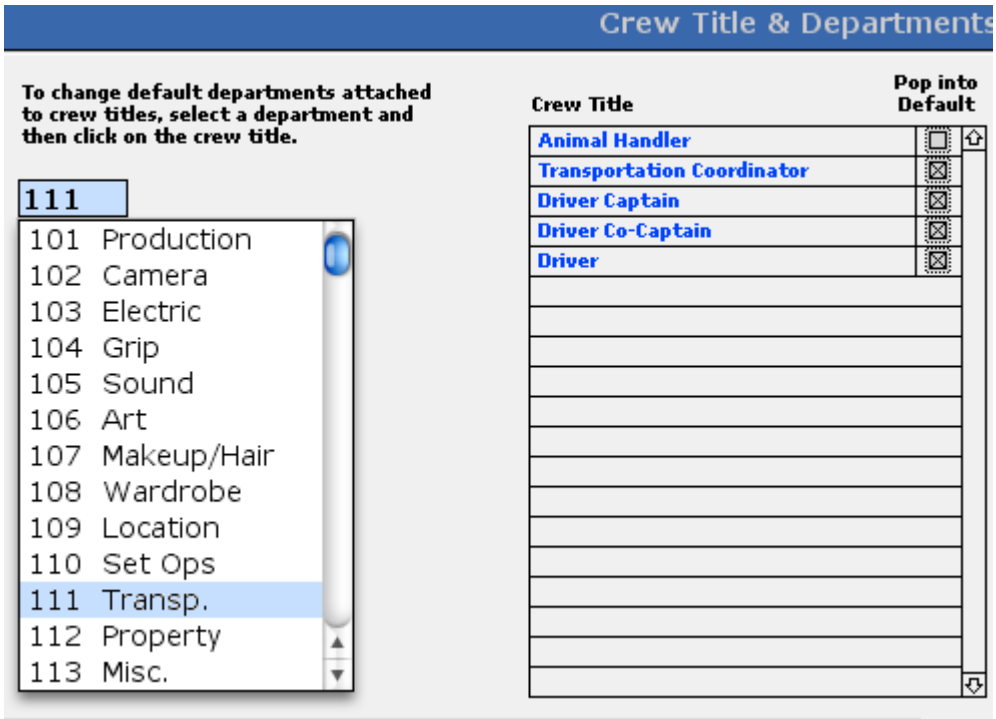
1. Click `Contacts` on the Main Menu and select `Crew`.

2. Click

on the toolbar.

3. Click

4. Choose the department from the pop-up list on the left.



5. Select which of the existing titles the Wizard should include by selecting the check boxes on the right.

6. To create new positions, click `Values`. Click ⊞, and make sure to select the correct department.

7.4 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 the `Project` tab. 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.

7.4-1 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.

7.4-2 Printing and Sorting Crew Member Reports

To print a Crew Member Report, click `Print` or select `Print` from the `File` menu. Select the `Current Project Crew Report`. Gorilla can print a list with phone numbers, or a list with phone numbers and address.

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

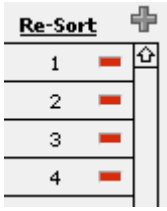
Under Crew Reports, there are options available for sorting these reports.

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 the Wizard Tab.
2. In the `Re-Sort` column, specify a number. If a field is empty, the corresponding record will sort to the top of the list.



7.4-3 Profit Sharing

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

1. Click the `Projects` tab.

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.

7.4-4 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 ID
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
21. Age
22. Hair Color
23. Special Skills
24. Credits
25. Height
26. Weight
27. Eye Color

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. Select `Import` from the `File` Menu.
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.

7.4-5 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

7.5 Scheduling Crew

7.5-1 Setting Crew Call Times

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

1. From the Crew Module, click

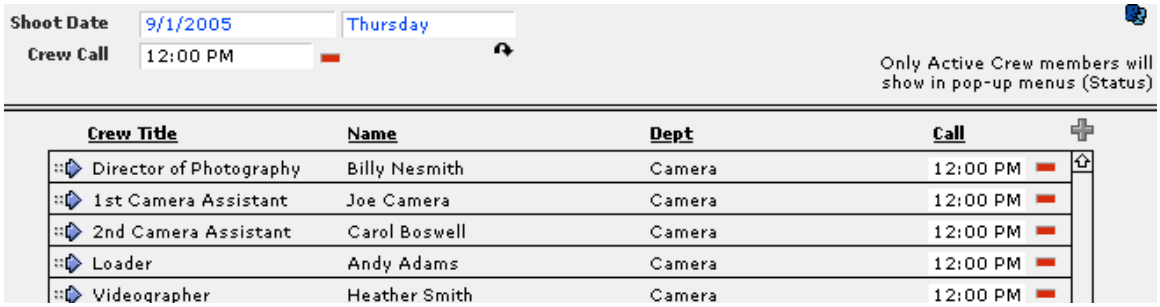
.

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

The Schedule Crew Screen will open.

3. Enter a standard crew call time. (Individual crew call times can be set later.)

4. To attach all existing crew members to a specific shoot day, click `Import Active Crew`.



7.5-2 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.

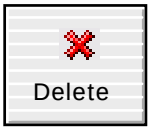
Adding Notes to Shoot Days

Notes can be added on the Schedule Crew Screen that will appear on a Crew Call Report. This report 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.

7.6 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.

7.6-1 Adding Vendor Categories

Gorilla comes with dozens of 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.

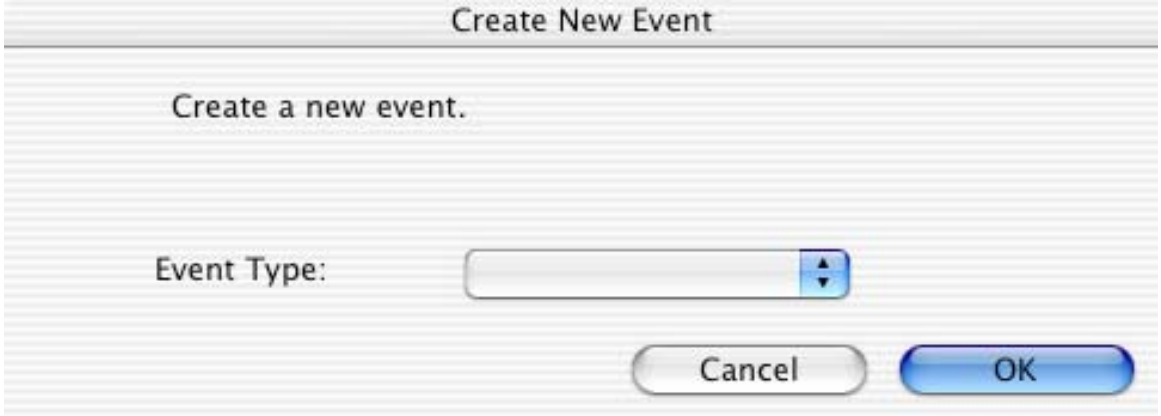
8.1 Attaching Events to the Calendar

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 `Admin` *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 `Print`. 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.

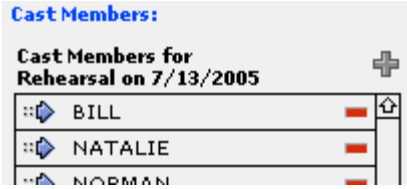
3. Set the event to `Rehearsal`.

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

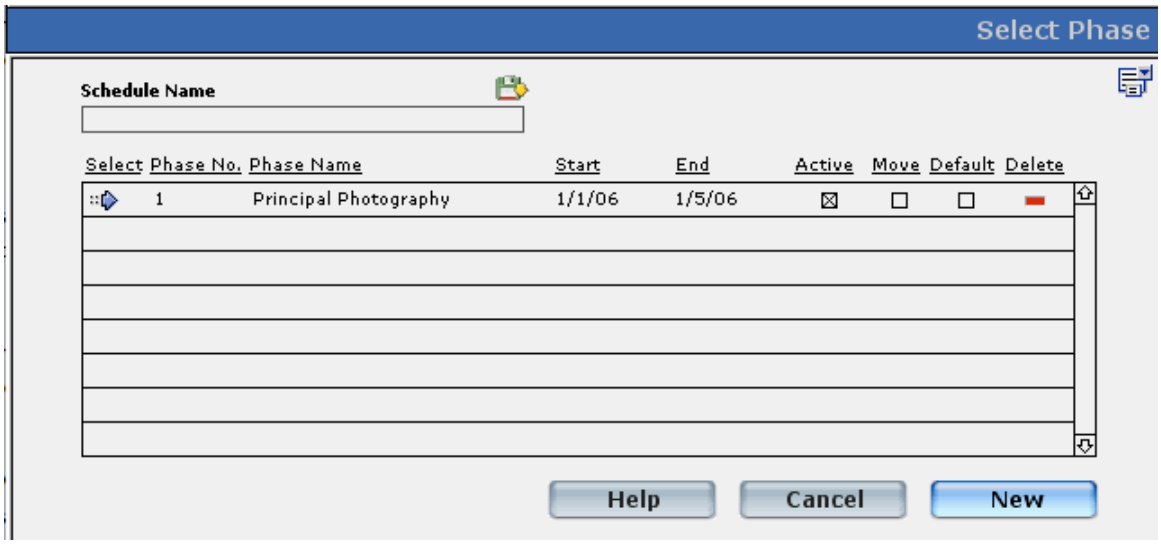
Production Phases can help spread a shoot across multiple weeks or months with breaks between them. A separate production phase can be created for each shoot even though that shoot is tied to the entire production. Production Phases have the following additional benefits:

- 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.

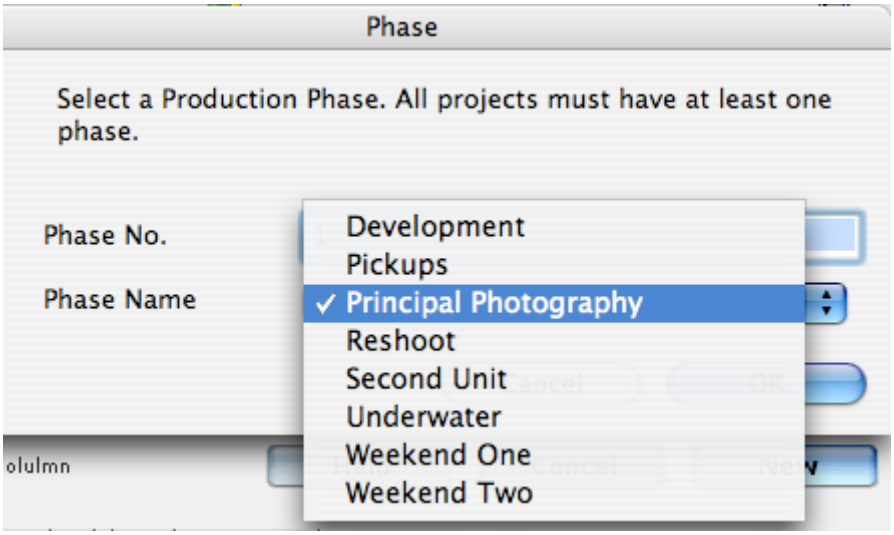
Important Notes There must be at least one production phase per project. A production phase must have shoot days. A production phase may not be deleted if breakdown sheets are attached to that phase; the breakdown sheets must be deleted or attached to a different production phase first.

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 (See Section 16.2 Value Lists).

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 Selecting a Default Production Phase

To force Gorilla to default to a certain production phase, select Default ☐ next to the desired phase. This will bypass the Select Production Phase Window while entering the Scheduling Module.

To change the default, click Phase on the Shoot Days Screen.

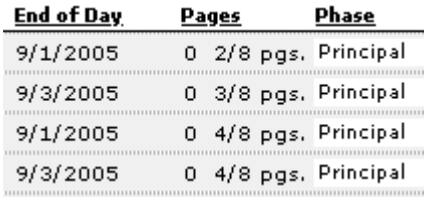
9.2-3 Manually Attaching a Production Phase to a Breakdown Sheet

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.



End of Day	Pages	Phase
9/1/2005	0 2/8 pgs.	Principal
9/3/2005	0 3/8 pgs.	Principal
9/1/2005	0 4/8 pgs.	Principal
9/3/2005	0 4/8 pgs.	Principal

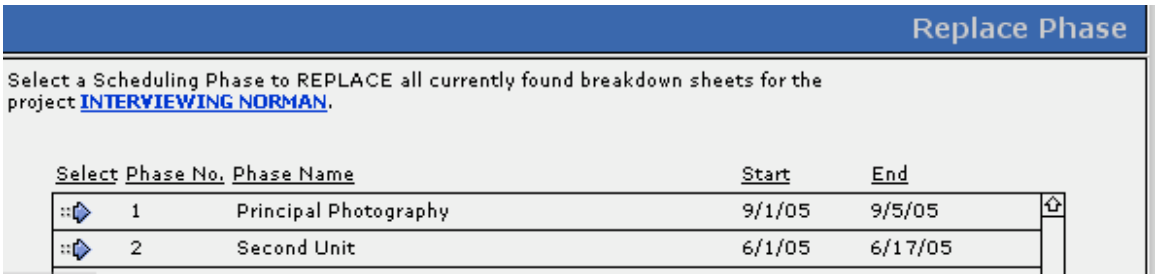
9.2-4 Modifying a Production Phase for Multiple Breakdown Sheets

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.



9.2-5 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 Phase.

2. Click the next to the desired phase.

9.2-6 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 clicking `Find` on the Toolbar.

9.2-7 Moving All Breakdown Sheets From One Phase to Another

To move all the breakdown sheets attached to one phase to another existing phase, do the following:

1. Select Move next to the desired phase.

2. Select To next to the desired phase. The breakdown sheets will be moved to this phase.

3. Click Move.

This is a good way to “empty” a phase before it is deleted.

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 Times.

3. Choose a production phase.

4. Select the `Project Start` field.

5. Enter the first day and last of shooting by clicking the appropriate date on the pop-up calendar.

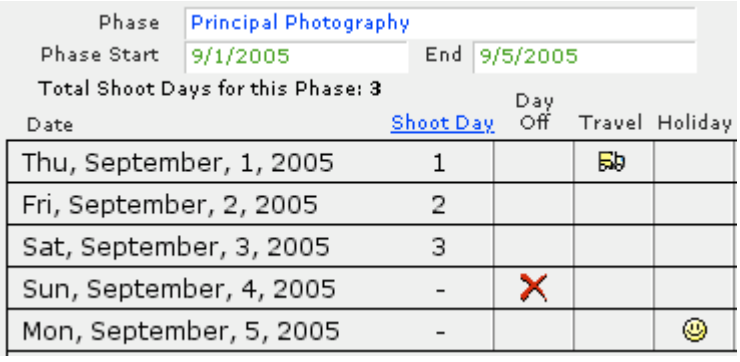
Even if the last day is not yet known, enter an approximate date, as this date can be changed at any time.

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.

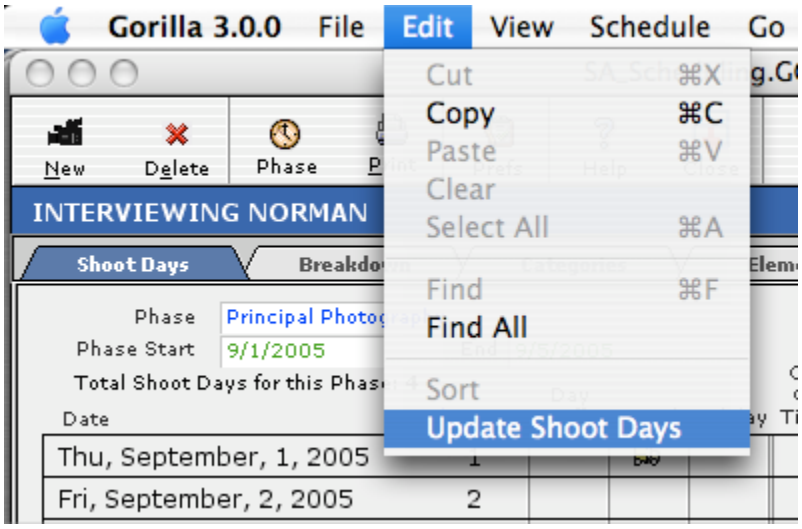
Unless a travel day is specified as an off day, a shoot day can be scheduled on a travel day.



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 by de-selecting ☐ Auto Update Shoot Day Status: OFF. 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 `Edit` on the Command Bar and select `Update Shoot Days`.



9.3-3 Shifting Shoot Days

If a shoot is moved a few days back or forward, the shifting shoot days feature is an easy way to make this change. To shift all shoot days, do the following:

1. Select `Shift All Shoot Days` from the File Menu on the command bar.

2. Enter the number of days the shoot is to be shifted. Use a negative number to make the shoot start earlier.

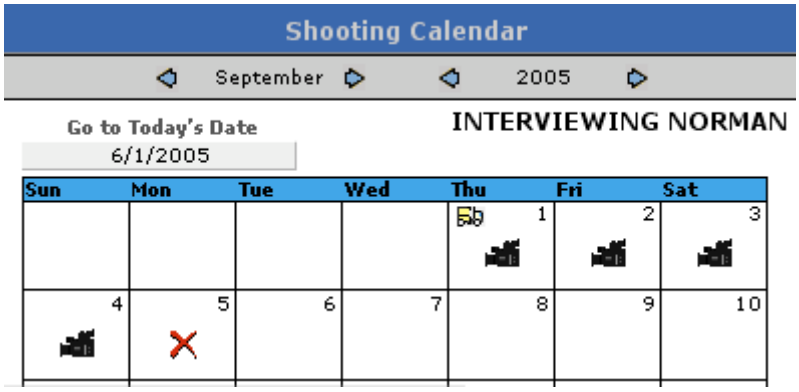
9.3-4 Setting Off Days, Travel Days, and Holidays: Calendar View

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.

9.3-5 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.

9.3-6 Modifying Shoot Days

To modify the shoot day range, do the following:

1. Go to the Shoot Days Screen.

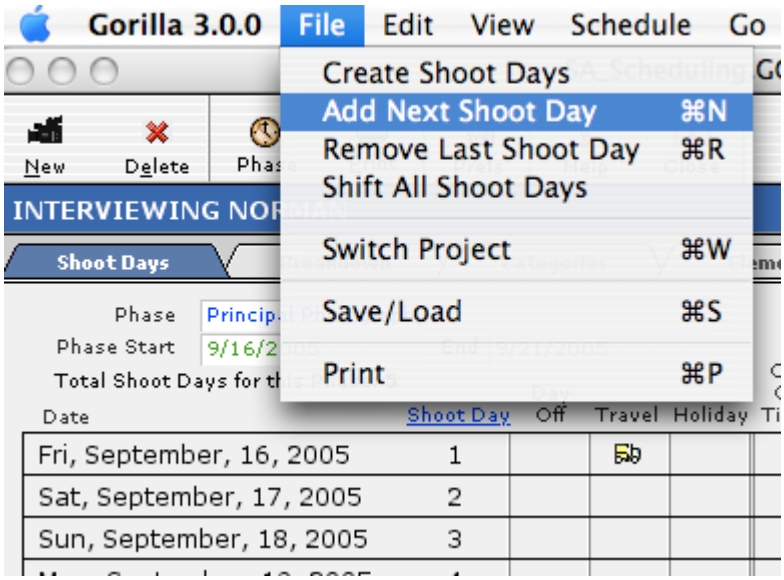
2. Click either `Add` on the toolbar, the Project Start field, or the End Field.

3. Modify the date range.

Important Note: When modifying the date range, all shoot dates are re-entered from scratch. This will delete your call times, and may take a few minutes. If you have call times, it is better to add days, remove days, and shift days as described below.

Add Next Shoot Day

To add a shoot day to the end of your shoot, click File on the command bar and select `Add Next Shoot Day`.



Remove Last Shoot Day

To Remove the last shoot day from your shoot click File on the command bar and select `Remove Last Shoot Day`.

Shift All Shoot Days

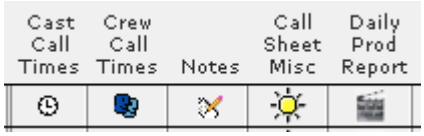
To move all your shoot days to another block of time, do the following:

1. Click File on the command bar and select `Shift All Shoot Days`.

2. Enter a positive number that represents how many forward to push the shoot, or a negative number to represent how many days earlier the shoot will begin.

9.3-7 Setting Crew and Cast Call Times, Notes, Call Sheet Info, and Daily Production Report Info

Crew and cast call times, notes, call sheet info, and daily production report info can be set for each day by clicking the appropriate column for the desired shoot day.



Cast Call Times

To set cast call times, do the following:

1. Arrange the stripboard, and make sure that there is an end-of-day break at the end of the stripboard.

2. Click `Scheduling` on the Main Menu, and select `Shoot Days/Call Times`.

3. Click for the desired day. The actors scheduled on the stripboard for that day will appear.

4. Enter a general call time in the header.

5. Click to make the time in the header the call time for all the actors.

6. Set individual call times if necessary by clicking the desired time.

The Auto Update Call Times option should remain checked. It transfers call times to a new stripboard scenario after a switch. Only uncheck this if the schedule is locked.

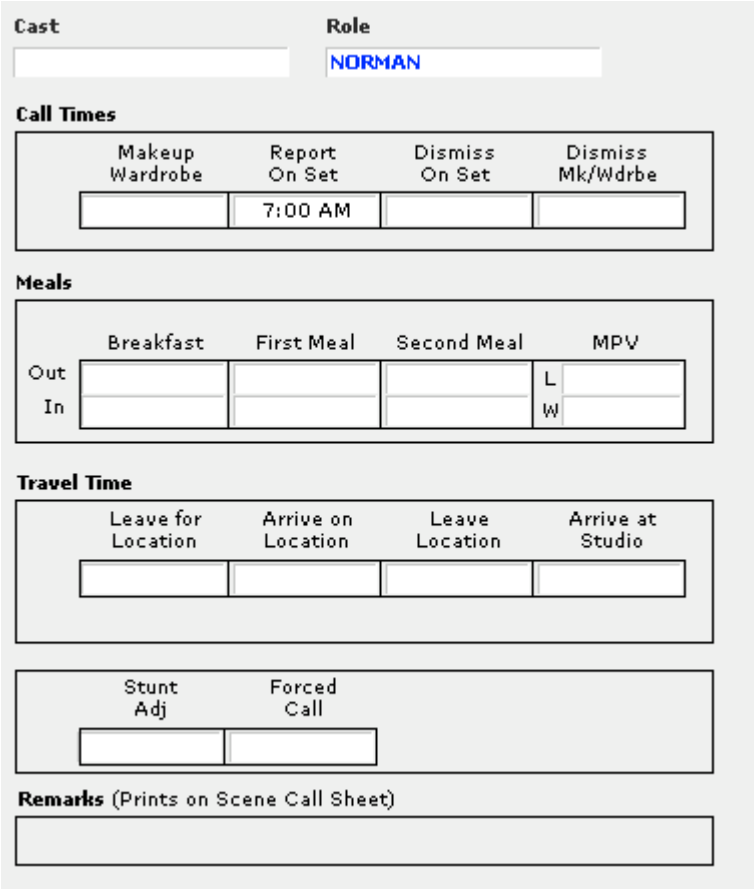
Exhibit G

The Screen Actors Guild may require an Exhibit G for each day of shooting. To enter information in the Exhibit G from the Cast Call Times Screen, click .

Exhibit G Fields will appear in the following reports:

Scene/Cast Call Sheet:
Makeup
On Set Call Time
Remarks

Exhibit G:
Makeup
On Set Call Time
Dismiss On Set
Dismiss Makeup
Breakfast Out
Breakfast In
1st Meal Out
1st Meal In
2nd Meal Out
2nd Meal In
MPV L
MPV W
Leave for Location
Arrive on Location
Leave Location
Arrive at Studio
Stunt Adj
Force Call
Actors Signatures



Crew Call Times

Crew Call Times are covered in Section 7.5-1 Setting Crew Call Times.

Notes

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

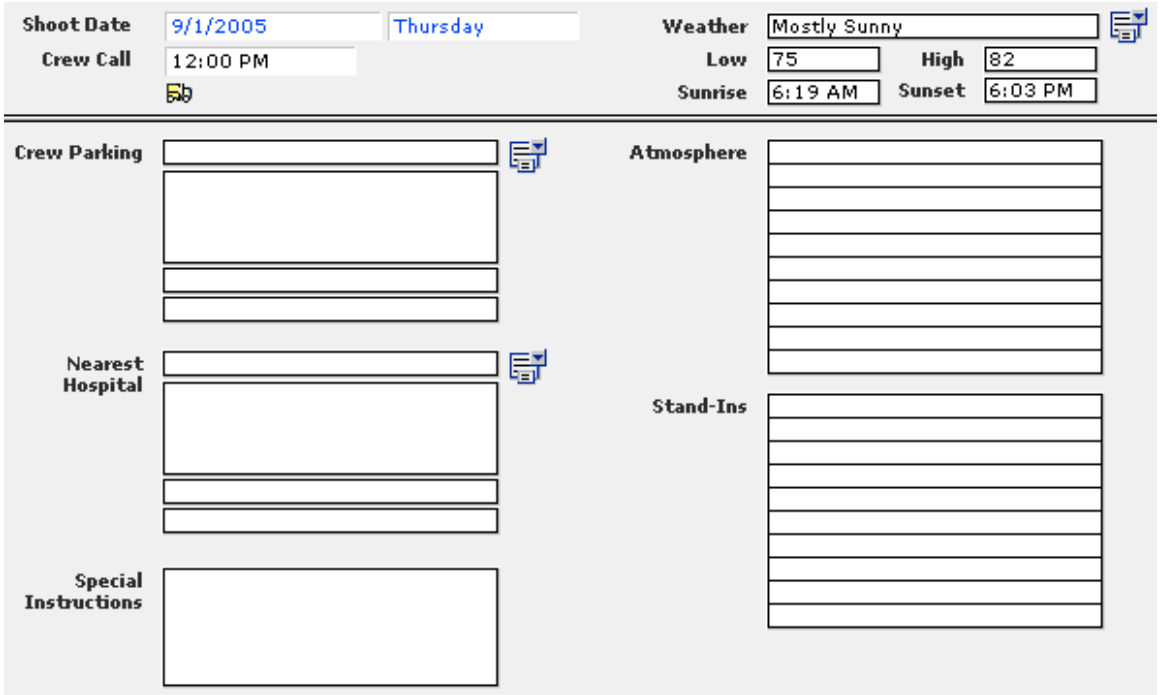
Notes print on the following reports:

1. Crew Call Summary
   - Notes

2. Scene/Cast Call Sheet
    - Notes
    - Header Notes
3. Shooting Schedule by Scene
    - Notes
    - Header Notes
    - Production Phase Notes
4. Art Department Report by Scene
    - Notes
    - Header Notes
    - Production Phase Notes

Call Sheet Misc

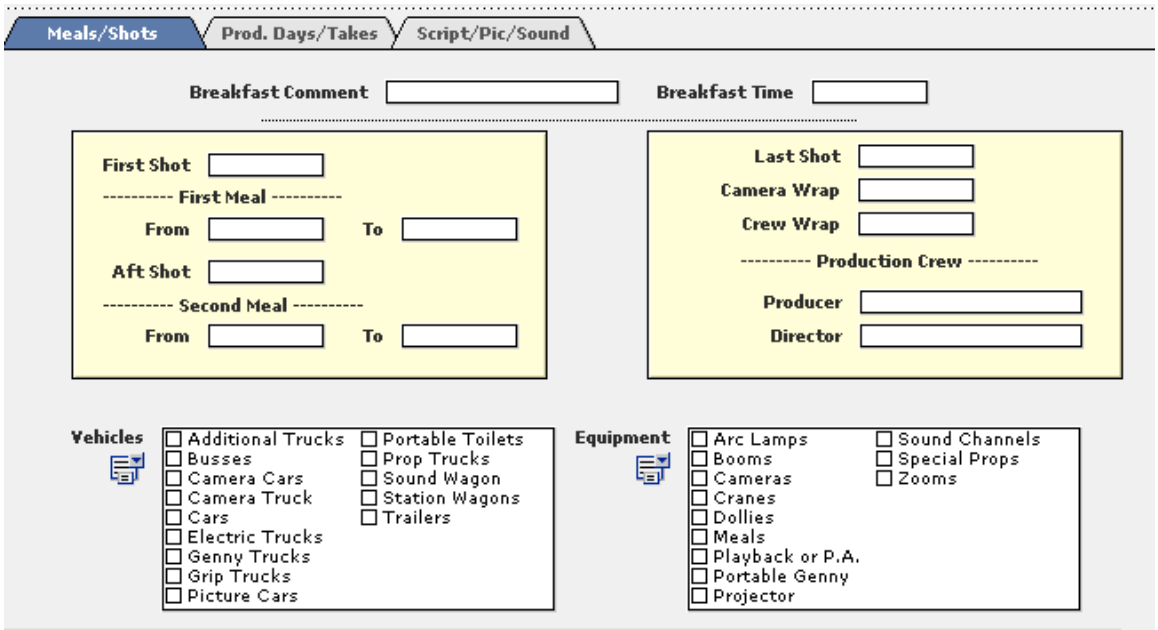
Click Call Sheet Misc to view the following screen:



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

Daily Production Report

The Daily Production Report (DPR) is an industry standard post-shoot-day report. Enter figures from the last day of shooting here.



Copy DPR

To copy DPR information from one day to another, do the following:

1. ON the DPR Screen, click on the Command Bar.

2. Select the shoot day to which to copy the information.

9.4 Breakdown Sheets

A breakdown sheet lists 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

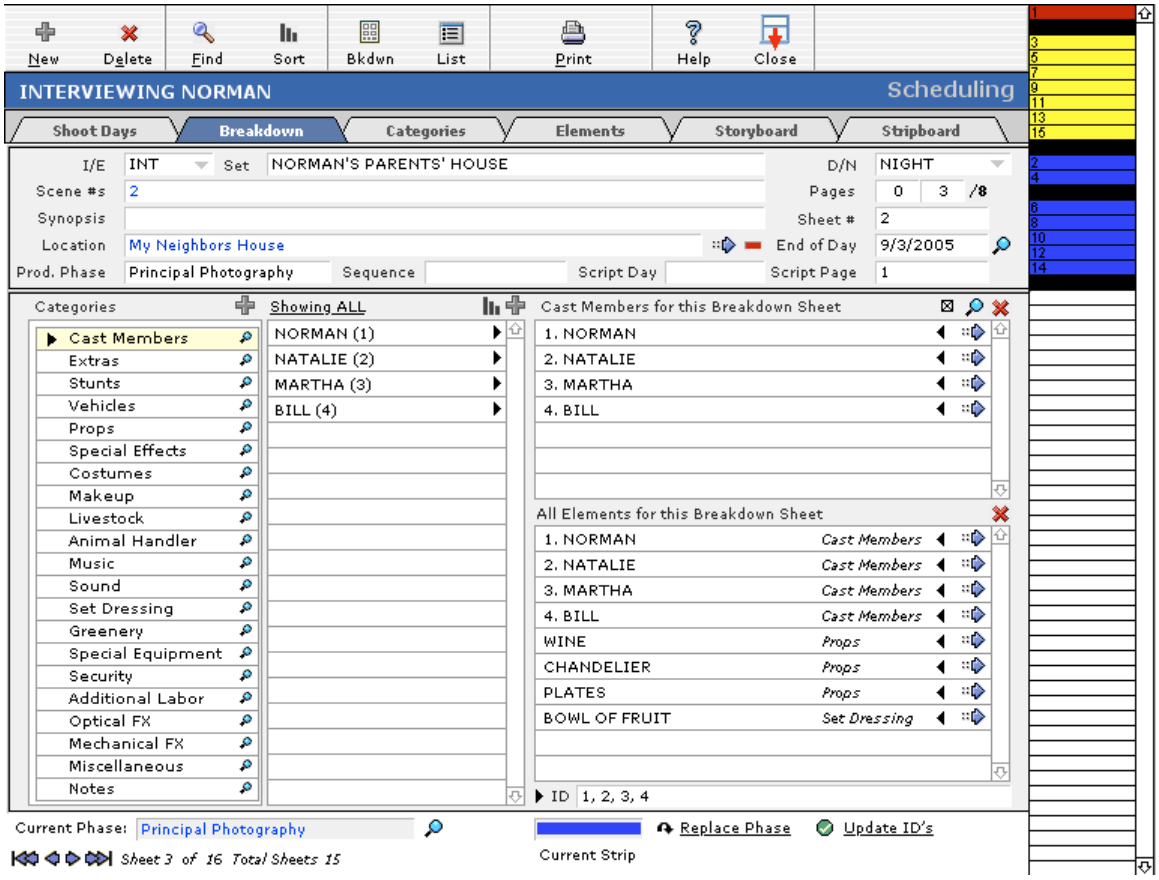
To add breakdown sheets manually, do the following:

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: DAY NIGHT MORNING EVENING DUSK AFTERNOON SUNRISE SUNSET MIDNIGHT 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.
Categories	Categories to which elements are attached. This helps in organizing elements. Gorilla comes with 21 pre-set Categories.
Available Element	Elements that are available to use for the specified category.
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, click `Breakdown` on the command bar and then select `Duplicate Sheet`.

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 `Breakdown` on the command bar and then select `Split Scene`.

2. 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 a split from a breakdown sheet, do the following:

1. Navigate to the split breakdown sheet. Split breakdown sheets are indicated with the following: Split ●.

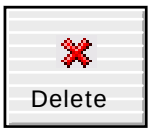
2. From the `Breakdown` Menu on the Command Bar, select `Remove Split`.

9.4-5 Deleting Multiple Breakdown Sheets

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

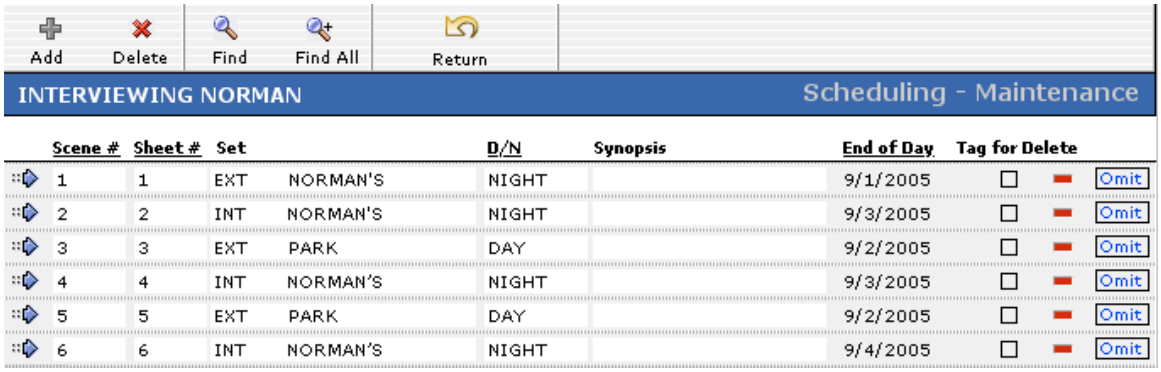
1. Click

on the Toolbar.

2. SHIFT-CLICK 

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

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.

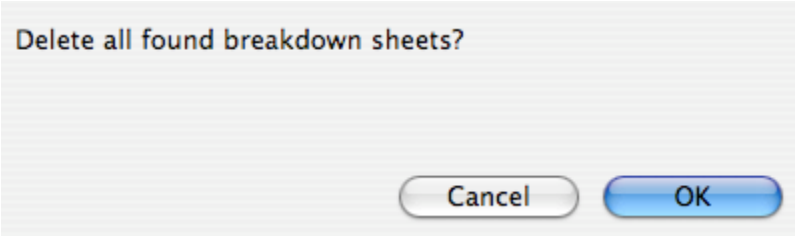
The Breakdown Sheet Maintenance Screen will appear

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:



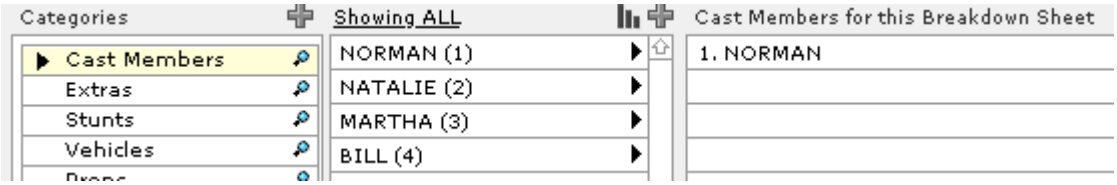
7. Click `OK`.

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.

Adding a Cast Member to a Breakdown Sheet



1. Select Cast Members from the Categories Window.

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

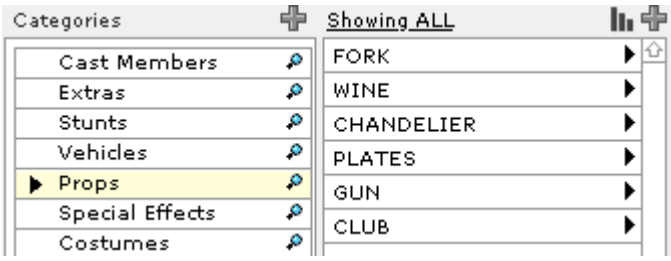
Important Note: If a cast member is not visible here, yet exists in the Character Module, this character must be converted to a breakdown element. (See Section 9.6-8 Import Cast: Convert from Characters to Elements).

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:

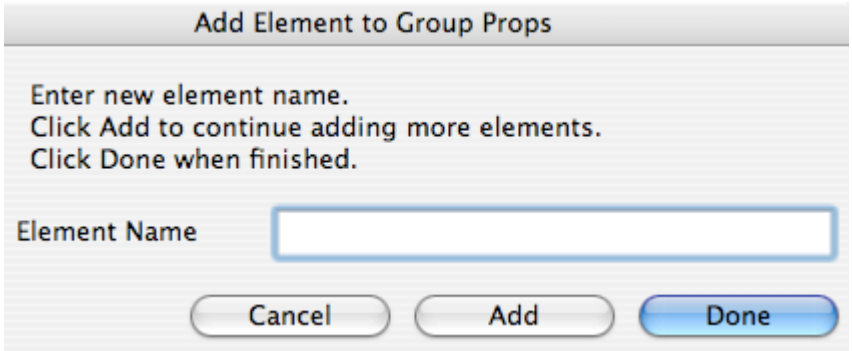
1. Select props from the Categories Window.
2. All available Props will appear in the middle Available Props Window.
3. Select the desired prop.

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

Creating a New Element

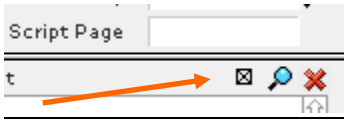
To create a new element, do the following:

1. Select the appropriate category 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.

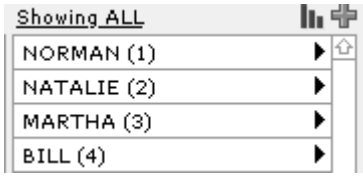


Sorting Elements

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 9.6-4 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.

Filtering Elements

Elements can be filtered by their first letter. To do this, click `Show All`. Choose from the list of letters.

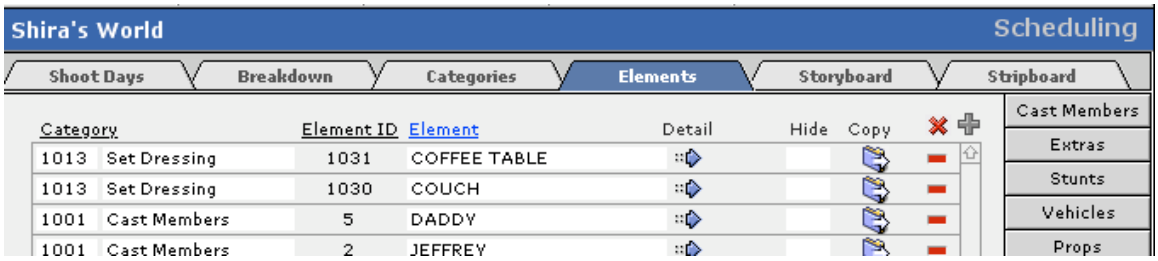
To show all the elements again, click `Show` and choose `All`.

Adding Elements to Multiple Breakdown Sheets

To quickly add a single element to multiple breakdown sheets, do the following:

1. Click the Elements Tab.

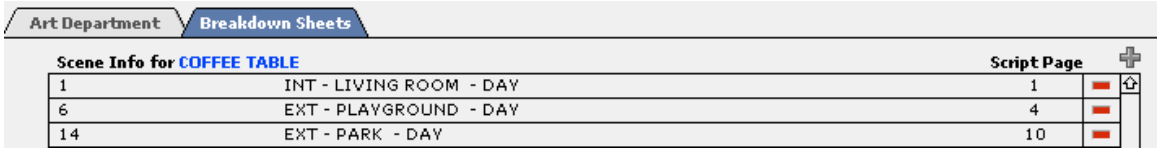
The Elements Screen will appear. This is good place to locate elements. Buttons on the right will filter your elements by the various groups.



2. Click the ⇶ next to the desired element.

The Element Detail Screen will appear (See Section 9.6-3 Element Preferences). This is a good place to keep notes about each element.

3. Click the Breakdown Sheets Tab.



A list of breakdown sheets to which this element is attached will appear.

4. Click the and choose more breakdown sheets from the complete list of breakdown sheets.

5. Click Done.

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, or 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
1	1	EXT	NORMAN'S	NIGHT
2	2	INT	NORMAN'S	NIGHT
2	2	INT	NORMAN'S	NIGHT
2	2	INT	NORMAN'S	NIGHT
3	3	EXT	PARK	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 #.

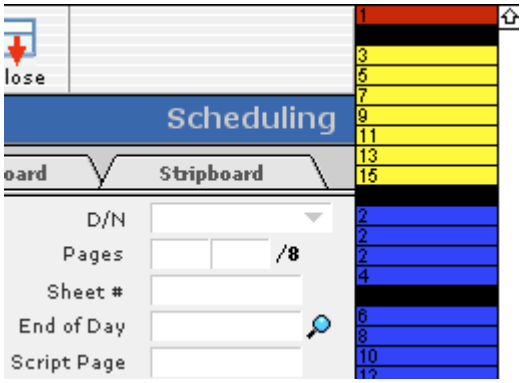
Information can be edited in this layout as well.

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.

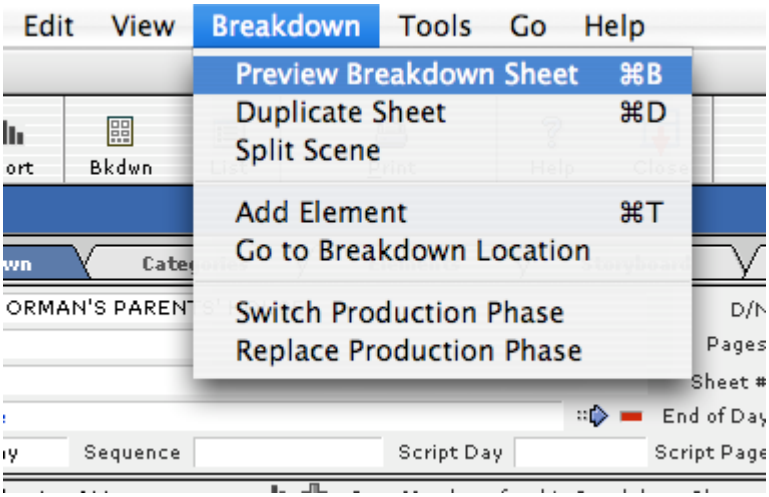
The red highlighted strip is the strip/breakdown sheet currently in view.

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 16.1-5 Breakdown Preferences)

9.4-11 Viewing/Printing Printable Breakdown Sheets

To view and print breakdown sheets, select `Preview Breakdown Sheet` from the `Breakdown` Menu on the Command Bar.



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

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

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

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

4. Shooting Schedule Report by Day

5. Shooting Schedule Report by Scene

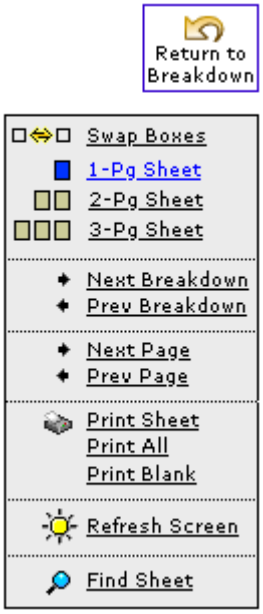
Furthermore, the Shooting Schedule Reports can be sorted by either Element ID or Element Name and customized as to where the page break occurs – either by day or by scene.

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.

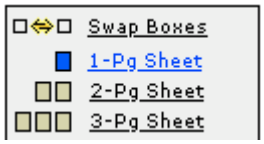
To print the current breakdown sheet, click `Print Sheet`.

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



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

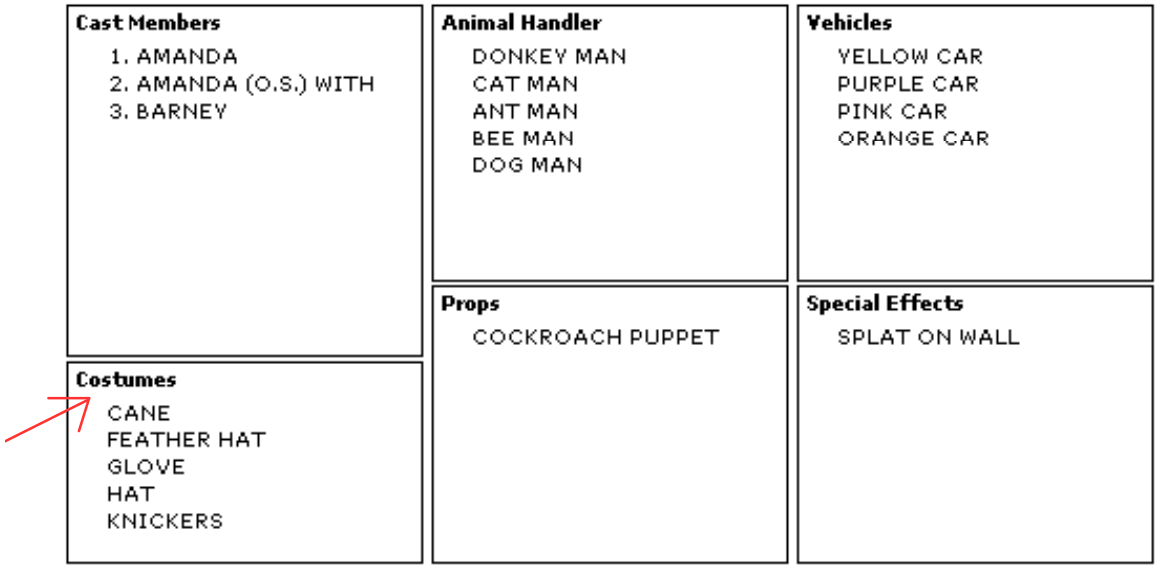
To switch from 1-page, 2-page, and 3-page breakdown sheets, click the appropriate button.



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

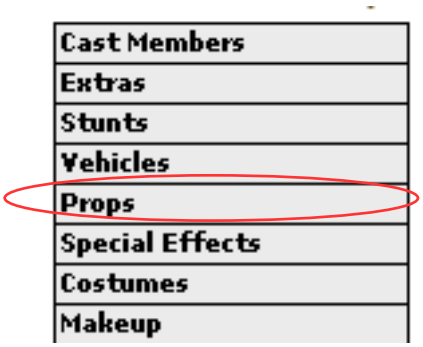
It may be a good idea to swap boxes if a box is always full.



For example, in the breakdown sheet above, the category Costumes has more items than the category Props. In fact, the list of costumes might continue 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.

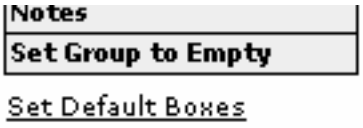
To swap a breakdown sheet box, do the following:

1. Click Swap Boxes.
2. Click the Costumes box. The title will turn red.
3. From the list of categories shown on the right-hand side of the screen, select Props.
4. 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 category. 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 Category 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 category. For example, if the Props box is clicked, the screen to the right 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 category, click that category. To return to the Printable Breakdown Sheet Screen, click .

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 Category 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

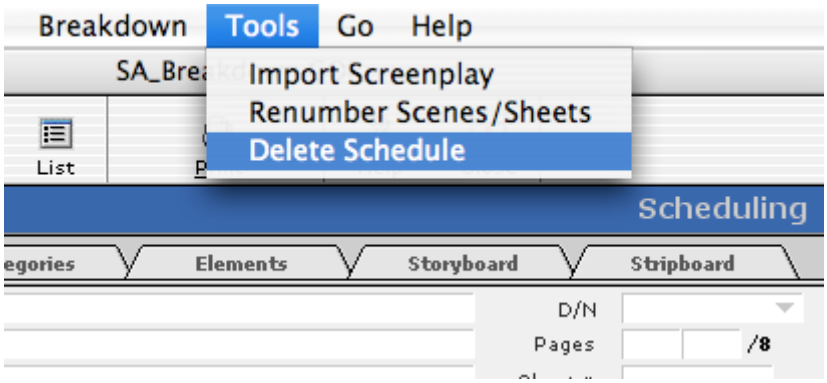
Following major screenplay revisions, it may be appropriate to re-import the data from the screenplay. The first step is to delete the current scheduling data to avoid doubling the scenes, characters, props, etc.

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 Project).

2. Select `Delete Scheduling` from the `Tools` Menu of the Command Bar, or navigate to the Save/Load Screen from the File Menu.



3. Click

.

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 (See Section 9.4-5 Deleting Multiple Breakdown Sheets).

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. Select `Renumber Scenes/Sheets` from the `Tools` Menu on the Command Bar.

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

5. Click `Replace`.

9.5 Categories

Categories are groups to which elements belong. Gorilla has 21 pre-set categories 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 categories, do the following:

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

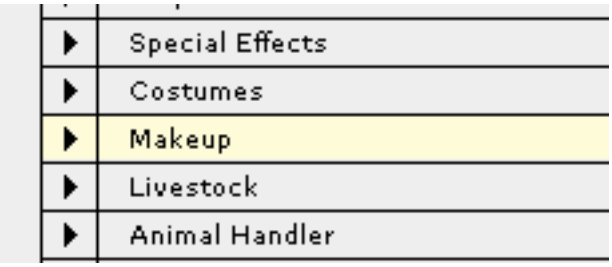
2. To view related elements for each category, click the category name.

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

9.5-1 Modifying Category Names

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

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



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

1. On the Categories Screen, click Value List .
2. Click and add a new category.
3. When finished, click `Done` to close the window.

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

9.5-2 Adding Elements from the Categories Screen

The Categories Screen is a great way to add elements. To quickly view what elements are already attached to which categories, click a category 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 category.
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 category 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 category. In the example above, the relationship to categories would be as follows:

Example of Elements and Their Related Categories	
Element	**Category**
Character	Cast Member
Pencil	Prop
Table	Set Dressing

Categories are customizable (see Section 9.5-1 Modifying Category Names). Elements are specific to a project.

Important Note: Elements can be shared from one project to another. See Section 9.6-5 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 any scheduling screen, click the `Elements` Tab.

On the Elements Screen, view elements by selecting a category 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 Categories Screen or the Elements Screen, find the desired element and click .

2. The Element Detail 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.

Day out of Days Example

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

04/01/2006
04/02/2006
04/05/2006
04/11/2006
04/24/2006

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:

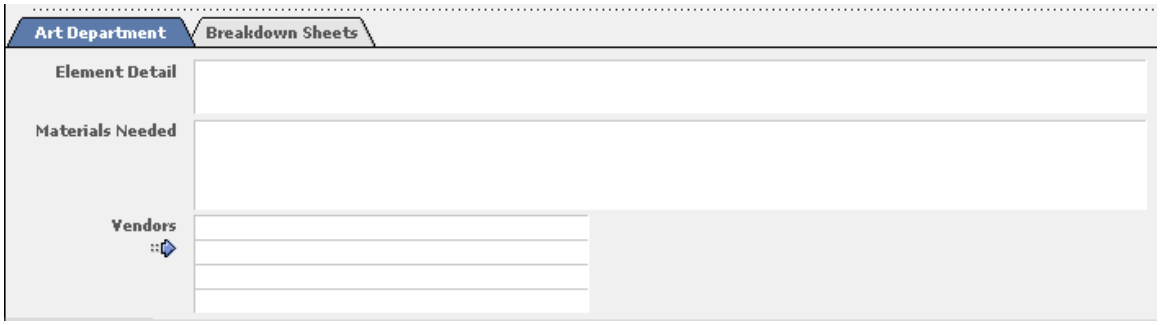
On 4/1 Mary begins shooting, so her legend is *SW* which stands for START WORK. She returns the next day, which is 4/2 so that box is tagged with *W,* which stands for WORK. She does not return until 4/5, which is three (3) days later. Since we are allowing HOLDS for Mary, we need to hold these days, 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).*

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 `Detail` 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.

Element Picture

To attach a picture to any element except cast members (which use headshots in the Cast Module), do the following:

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

2. Click and choose the desired JPEG, GIF, or BMP file.

Element pictures print on the following reports:

1. Elements [Pictures]

2. Art Department

9.6-4 Hiding Elements

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

When To Use Hide Elements

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`.

9.6-5 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.

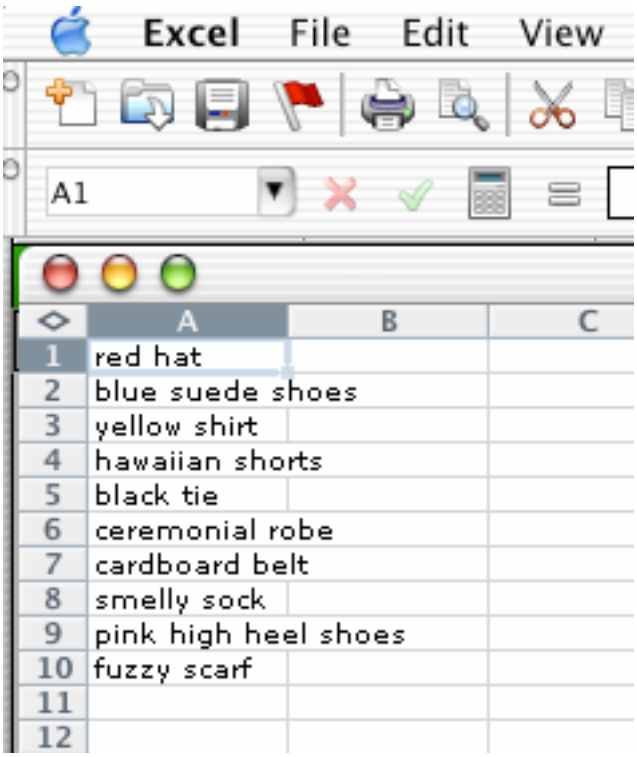
9.6-6 Importing Elements from Another Source

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.

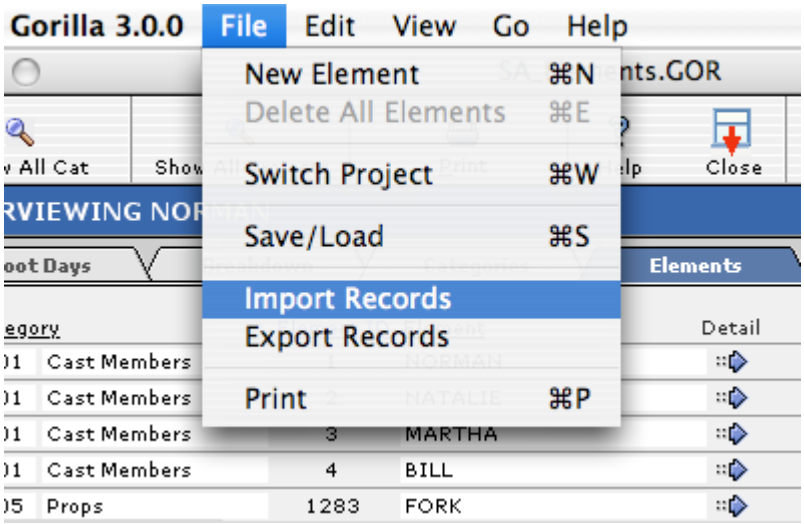


Prepare the elements in a single column. Each element should be on its own row. Close the source application and return to the Elements Screen.

Importing the Elements

To import elements, do the following:

4. Select `Import` from the `File` Menu on the Command Bar.



5. Click `Elements`.

6. Select the appropriate Category. In the example above, `Costumes` should be selected. Click `Import`.

7. Locate the file and click `Open`.

9.6-7 Exporting Elements to Another Source

To export elements, do the following:

1. Select `Export` from the `File` Menu on the Command Bar.

2. An Export Map will appear (See Section 2.3 Exporting).

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

9.6-8 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. Click `Story` on the Main Menu and then select `Characters`.

2. Click the `Stats` tab.

3. Click Convert to Breakdown Element

9.7 Storyboard

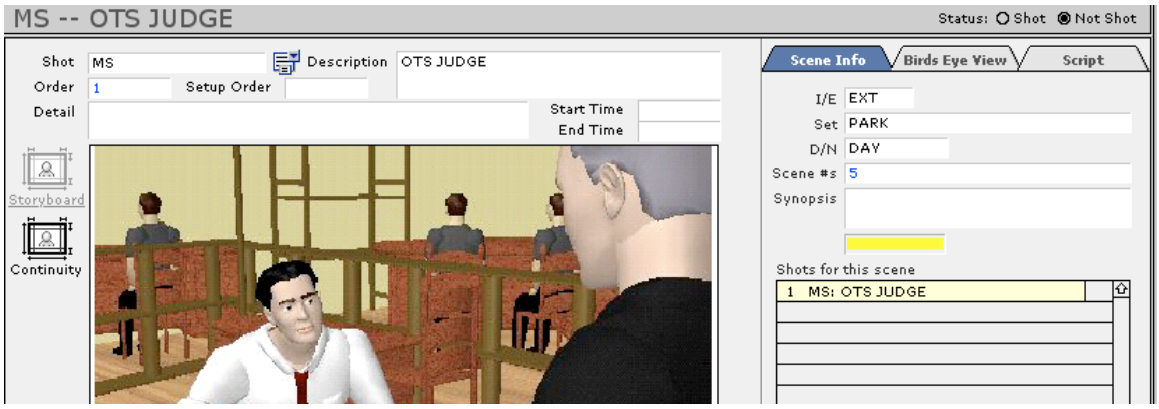
The storyboard can help keep track of each shot needed to cover a scene. This can be used for planning purposes, or to make sure that every shot has been captured during production. To view the storyboard, either click `Scheduling` on the Main Menu and click `Storyboard/Shot List`, or click the `Storyboard` tab on any Scheduling Screen.

To add a shot, do the following.

1. Click .

2. Enter the basic shot information and click `OK`.

3. To enter more detailed info, click the next to the shot.



9.7-1 Storyboard Detail Screen

An example of the Storyboard detail screen is above.

Order v. Setup Order

Gorilla storyboards are used for both planning and production. This is why there is a place to indicate both (script) order and setup order. During planning, it is best to view the storyboards in script order. During production, setup order is preferable. This can be set in Shots Preferences (See Section 16.1-11 Shots).

Start and End Time

Start and end time can be important for shooting live television.

Scene Info

This tab will display scene information from the breakdown sheet and a list of other shots for that scene.

Bird's-Eye View

This tab will display a bird's-eye view of the shot. These images must be created in another program. See Import Picture below.

Script

This tab will display the portion of the script for this shot. Copy and paste this info from your script-writing program.

Import Picture

To import a picture or storyboard, click . To remove one, click .

Shot/Not Shot

There is a place to indicate whether or not this shot is "in the can."

Continuity

Click to reveal a screen where there is a place to import a continuity photo.

9.7-2 Mutimedia

Clicking the `Multimedia` tab on the Storyboard Screen will display a screen that allows for the import of a clip. This clip can be a rehearsal of the scene, or a scene from another movie that resembles the desired scene.

9.8 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 the `Stripboard` tab on any Scheduling 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).

9.8-1 Choosing a Sort Order

It is often useful to sort the strips by one or more criteria, and to experiment with different sort orders using different scenarios. To sort the stripboard, click `Stripboard` on the Command Bar and then click `Sort By…`

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

- Color
- I/E
- D/N
- 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 9.8-10 Selecting Colors for the Stripboard for more information.
I/E	Interior or exterior
D/N	Time of Day
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 or imported 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.

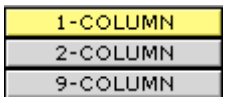
The default sort orders help to start ordering strips in a way that will make sense for a particular project. For example, to shoot all the scenes together which are going to take place at one location (i.e STEVE'S HOUSE), sort by location first. On the other hand, to shoot in screenplay order, sort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

9.8-2 Customizing Stipboard Sort Order

Strips can be re-ordered to match the requirements of the shoot.

1-Column, 2-Column, and 9-Column Layout

There are three ways to view the strips: 1-column, 2-column, and 9-column layout. Choose from these layouts by clicking the layout selector on the upper-left-hand corner of the Stripboard Screen.



The instructions for moving strips differ slightly depending on which layout is used.

Moving Strips in 1-Column Layout

To move a strip in 1-column layout, do the following:

1. Click the desired strips. The strips will turn red. To de-select a strip, click it again.

2. Alt-Click (Windows) or Option-Click (Macintosh) the strip below which the selected strip(s) are to be moved.

Many strips can be selected at the same time using this method. To move a block of contiguous strips, do the following

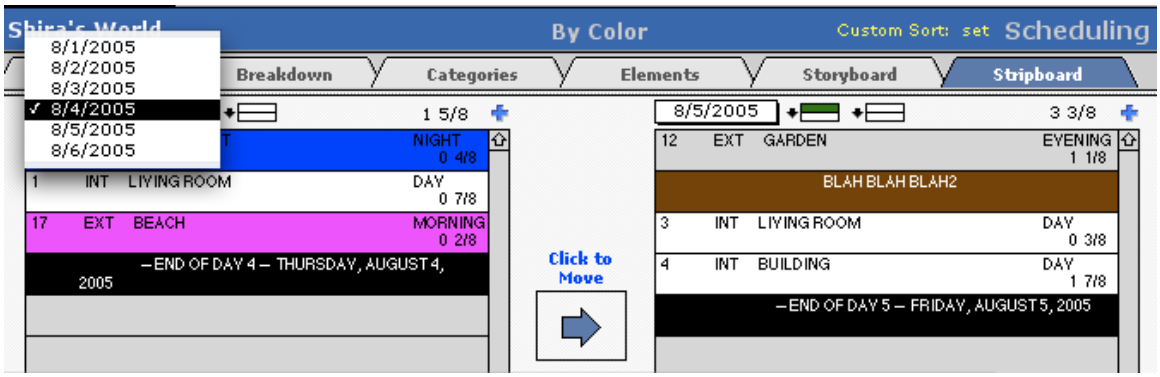
1. Click the first strip of the desired block.

2. Shift-Click the last strip of the desired block.

Important Note: Make sure to hold down the Alt Key (Windows) ore Option Key(Mac) until after the strip has moved. If the key is not held down long enough, the strip will not move.

Moving Strips in 2-Column Layout

2-Column Layout is best used for moving strips from one particular day to another. Each of the two columns display one day chosen from the pop-up menu as shown below.



To move a strip from the left column to right column, do the following:

1. Click the desired strip(s) in the left column.

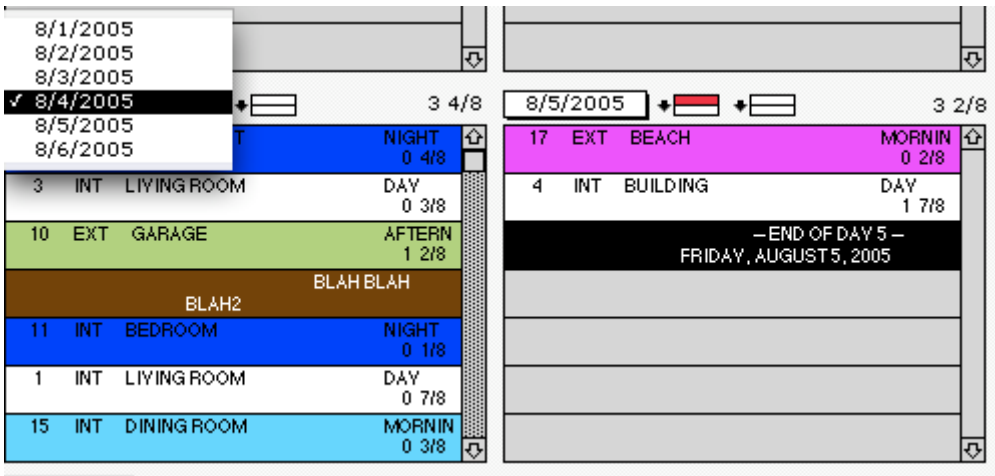
2. Click the place where the strips should go in the right column. This strip will turn green with an arrow pointing down.

3. Click

The selected strip(s) on the left will move to below the green strip on the right. To make the selected strips appear *above* the green strips, click the green strip again, and the arrow will point up.

Moving Strips in 9-Column Layout

9-Column Layout displays the strips for nine different days. Choose the days from the pop-up menu above each column.



Strips from any column are selected by clicking them. Alt-Click (Windows) or Option-Click (Macintosh) the strip below which the selected strip(s) are to be moved.

9.8-3 Save/Load a Stripboard Scenario

To save a stripboard scenario, click on the toolbar. To save multiple scenarios, click `Save As` and rename the stripboard.

To load a stripboard, click on the toolbar. Click next to the desired stripboard scenario.

9.8-4 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.

9.8-5 Adding Day Breaks

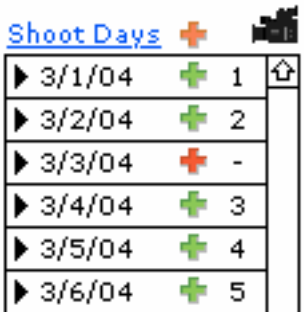
Day Breaks can be added one day at a time, or entered all at once.

Entering Day Breaks One Day at a Time

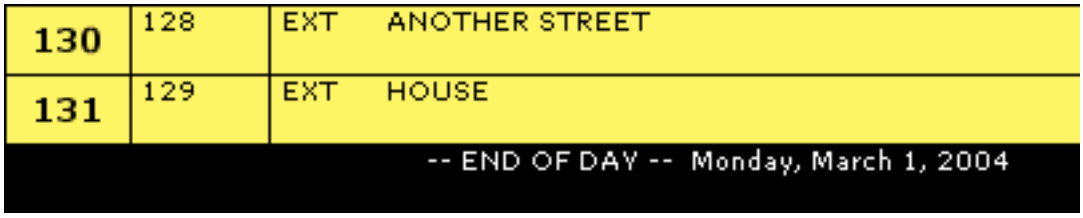
To the right of the stripboard is the Shoot Days Window. This list displays all available shoot days.

Note: If there are no shoot days in this list, create them now by clicking the Shoot Days tab.

To add the first shoot day, click .

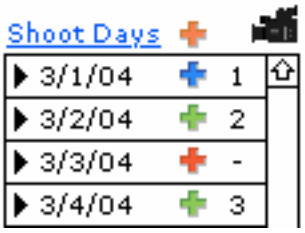


In the above example, clicking will add the date 3/1/04 to the stripboard as a day break. The day break will appear at the end of your stripboard, so it may be necessary to scroll down to see it.



Notice that the (green) turned (blue).

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

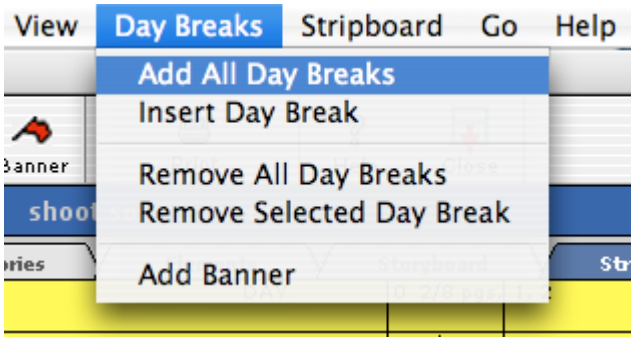


Explanation of Buttons in the Shoot Days Window:	
Button	**Indicates/Function**
(green)	Shoot day available, not scheduled on stripboard

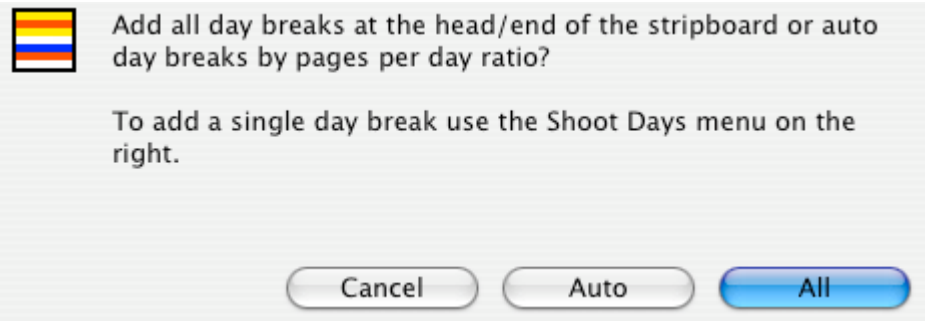
Explanation of Buttons in the Shoot Days Window:	
Button	**Indicates/Function**
(blue)	Shoot day already set on stripboard
(red)	Off day or holiday. Day not available to set as an End of Day.
(orange)	Adds the next available day to the end of the shoot day schedule. This is a quick and simple way to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

Entering Day Breaks All at Once

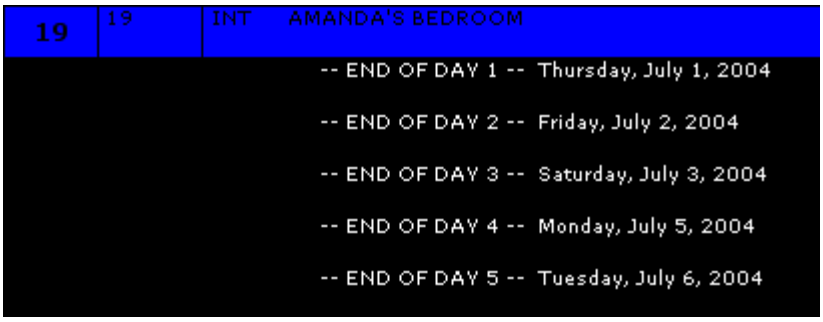
Gorilla can add all of the Day Breaks instantaneously. Select `Add All Day Breaks` from the `Day Breaks` menu on the Command Bar.



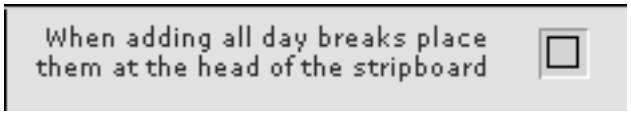
The following message will appear:



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 Strips/Preferences.

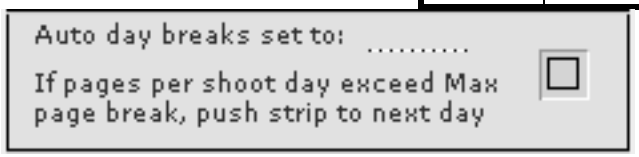


Notice how Gorilla did not add Sunday, July 4th, 2004 as this is specified as an Off Day.

To automatically enter day breaks spread across the stripboard using a per-day ratio click Auto and enter the desired number of pages per shoot day. To enter eighths of page, use the table to the right.

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.

Equivilent Decimals for Eights	
Eighth	**Decimal**
1/8	.125
2/8	.25
3/8	.375
4/8	.5
5/8	.625
6/8	.75
7/8	.875



9.8-6 Moving Day Breaks

Day breaks move just like other strips. However, they may get out of order. See the example below:

1	1	EXT	NORMAN'S PARENTS' HOUSE	NIGHT	0 2/8 pgs.	
			-- END OF DAY 2 -- Monday, January 2, 2006		0 2/8 pgs.	
10	10	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 6/8 pgs.	1, 3, 4
			-- END OF DAY 1 -- Sunday, January 1, 2006		2 5/8 pgs.	
12	12	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 3/8 pgs.	3, 4

If this happens, choose `Update Stripboard` from the `Stripboard` Menu on the Command Bar. The days will be renumbered appropriately.

9.8-7 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 Day Break

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

1. Click the Day Break(s).

2. Select `Remove Selected Day Break` from the `Day Breaks` menu on the Command Bar.

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.

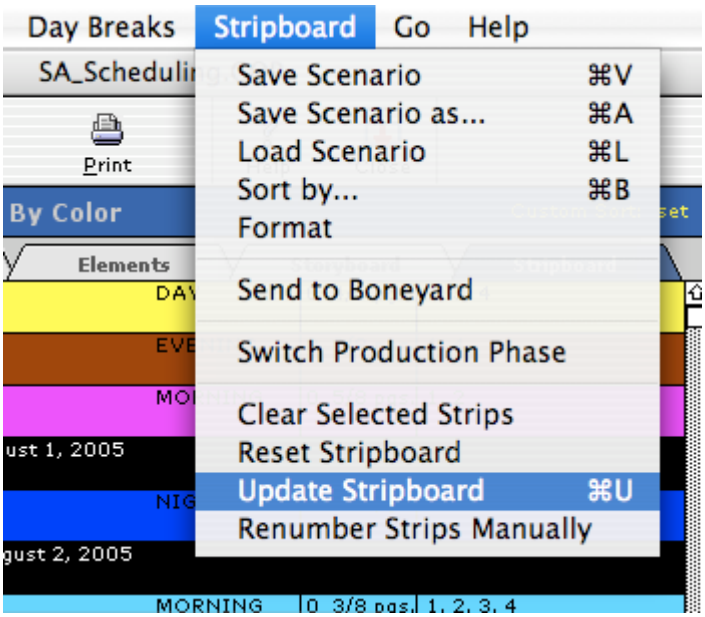
Removing All Day Breaks

To remove all Day Breaks from the stripboard, select `Remove All Day Breaks` from the `Day Breaks` menu on the Command Bar.

Daybreaks Out of Order

Sometimes, after moving strips and daybreaks around, the daybreaks can be out of order. For example, day 2 may appear before day 1.

To fix this, select Update Stripboard from the Stripboard Menu on the Command Bar.



9.8-8 The Boneyard

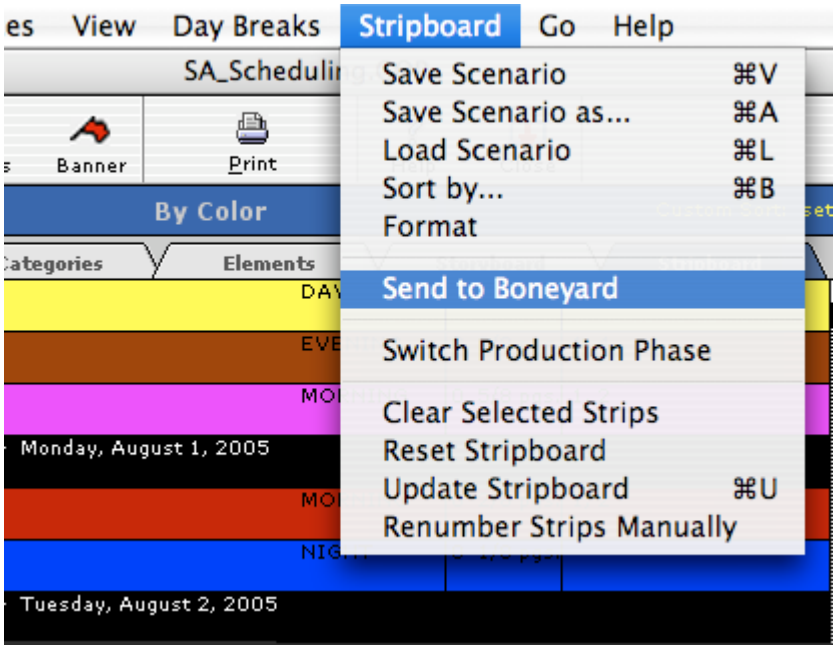
To remove a strip from the stripboard without deleting it, send it to the Boneyard. The Boneyard is a place to hold strips not used in the current stripboard scenario.

Moving Strips to the Boneyard

To send strips to the Boneyard, do the following:

1. Select the desired strips using the 1-Column Stripboard.

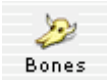
2. Select `Send to Boneyard` from the Stripboard Menu on the Command Bar.



Important Note: When moving a strip to the Boneyard, only the strip from the current stripboard 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 

on the toolbar.

2. Click the desired strip.

9.8-9 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

on the Toolbar or select Add Banner from the Day Breaks Menu on the Command Bar.

2. Enter text for the banner.

Modifying a banner

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

1. Click the desired banner using the 1-Column Stripboard.

2. Enter new text.

3. Click Rename.

Moving a Banner

On the 1-Column Stripboard, click the banner and then click Move to select the banner. The banner will then move like any other strip.

Removing a Banner

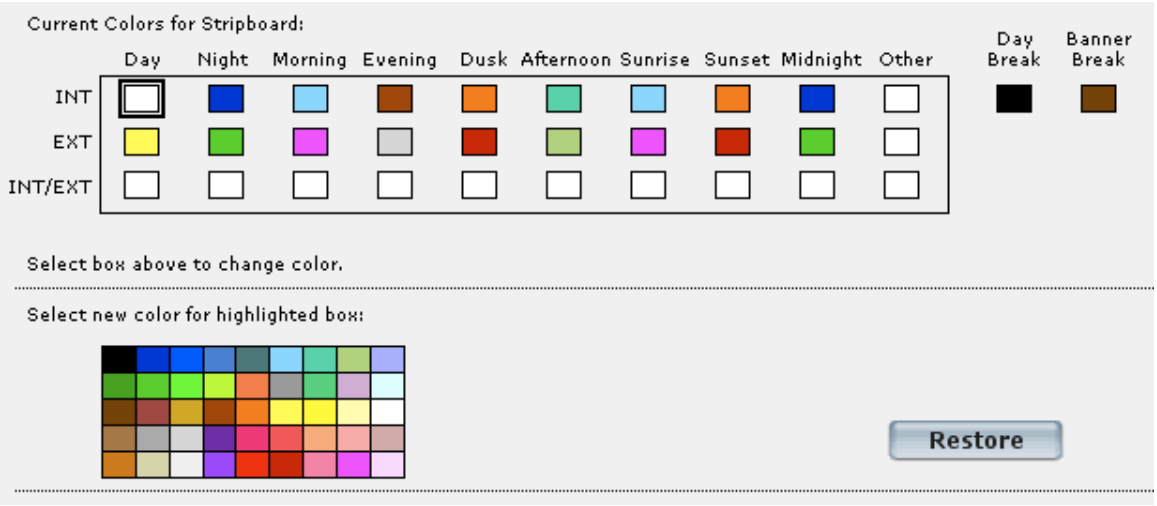
To remove a banner, click the desired banner using the 1-Column Stripboard and then click Remove.

9.8-10 Selecting Colors for the Stripboard

To modify the colors for the strips, click

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.

9.9 Save/Load Schedule

9.9-1 Save Schedule

To save a schedule, do the following:

4. Select `Save/Load` from the `File` Menu on the Command Bar.

5. Click .

The following are saved with a schedule file: Breakdown sheets, Stripboard Scenarios, Storyboards/Shot Lists, Locations, and Cast, Crew, Vendors, and other contacts attached to the project.

Schedules are saved with a .grs extension, and can be emailed to other Gorilla users.

9.9-2 Load Schedule

To load a schedule, do the following:

1. Select `Save/Load` from the `File` Menu on the Command Bar.

2. Click .

3. Find the desired Gorilla schedule. This file will have the .grs extension.

Important Note: Loading a schedule will replace the active schedule. A schedule that has more than 48 shoot days cannot be loaded into Gorilla Standard or Student Edition. A schedule with more than 14 shoot days cannot be loaded into Gorilla Student Edition.

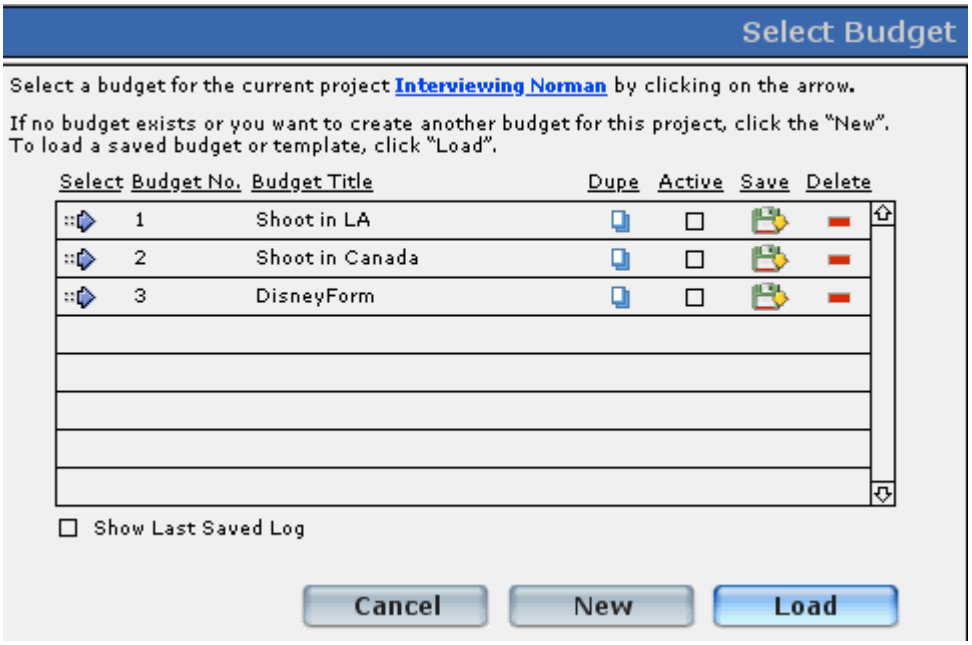
10. Budget

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.

10.1 Creating a Budget From Scratch

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

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



To continue, click next to the budget name.

10.2 Loading a Sample Budget

To load a sample budget, do the following:

1. Click `Load`.
2. Navigate to the `Saved Budget Files` Folder.
3. Select a Sample Budget.

10.3 The Budget Structure

The budget is divided into three tiers. They are:

1. Categories (Top Sheet)

2. Account Level (2nd Tier)

3. Detail Line Items (3rd Tier)

Each category can have many accounts, and each account in turn can have many details.

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 sections. They are:

1. Above-The-Line

2. Production

3. Post Production

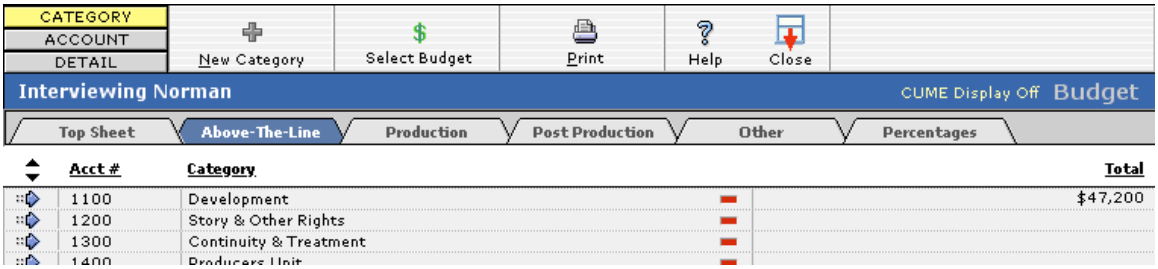
4. Other

5. Percentages

There are two ways to view the Top Sheet.

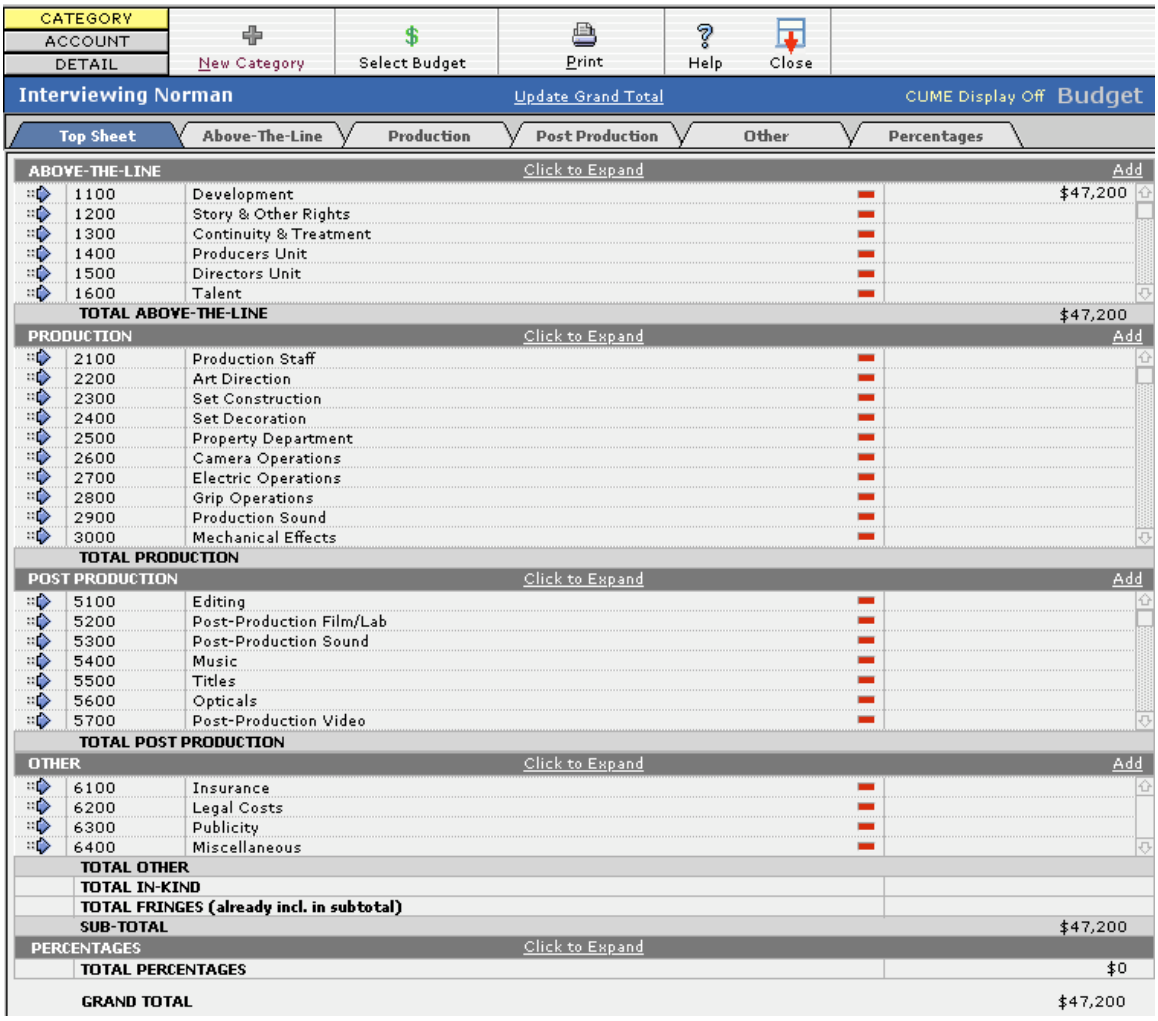
10.3-1 Viewing Top Sheet by Section

To view categories by part, click the tab that represents the desired section. In the example below, the Above-The-Line section is selected.



10.3-2 Viewing All Parts at Once

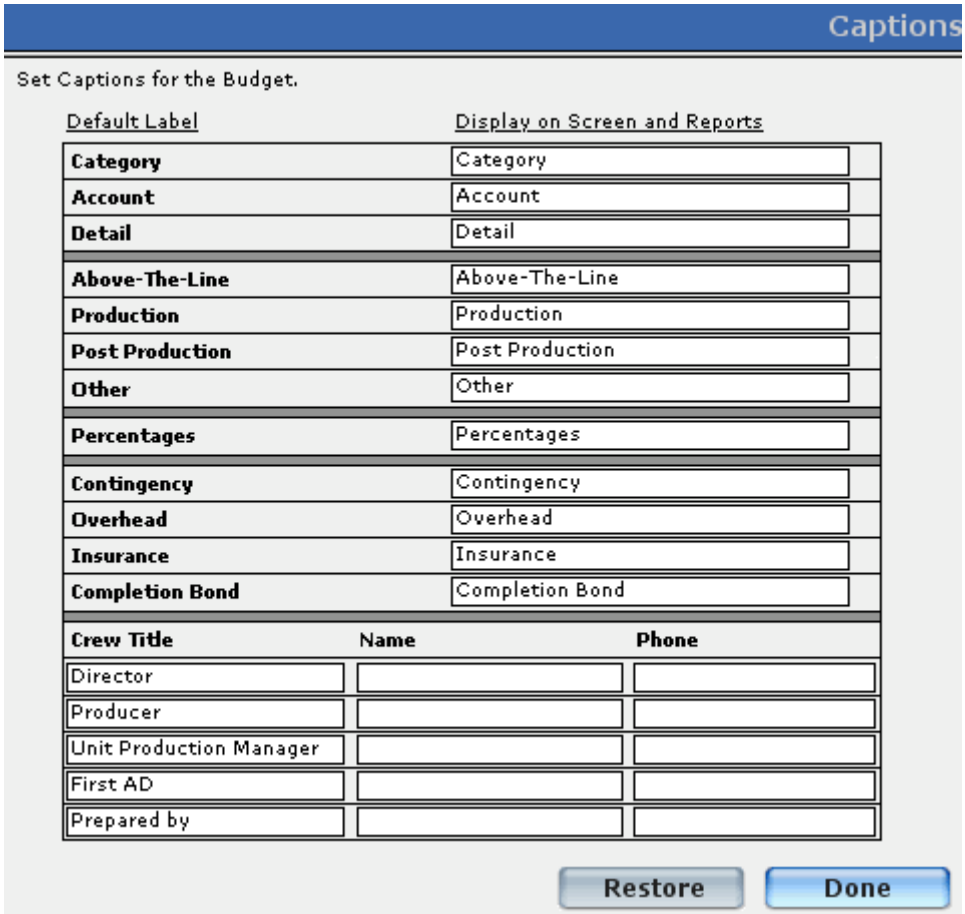
To view all categories on one screen, click the `Top Sheet` tab.



In this view, fewer accounts per category are visible at once. Use the up and down arrows to see the hidden accounts.

Custom Captions

The captions for the budget parts can be customized. To do this, select `Captions` for the `Setup Menu` on the Command Bar.



This is also a place to enter Crew Titles, Name and Phone Numbers that will display in the budget header.

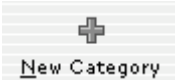
To restore default labels to all captions, click `Restore`.

Expand Top Sheet View

The top sheet view can be expanded vertically in order to allow the display of more line items. To do this, select `Expand Top Sheet` from the `View` menu on the Command Bar.

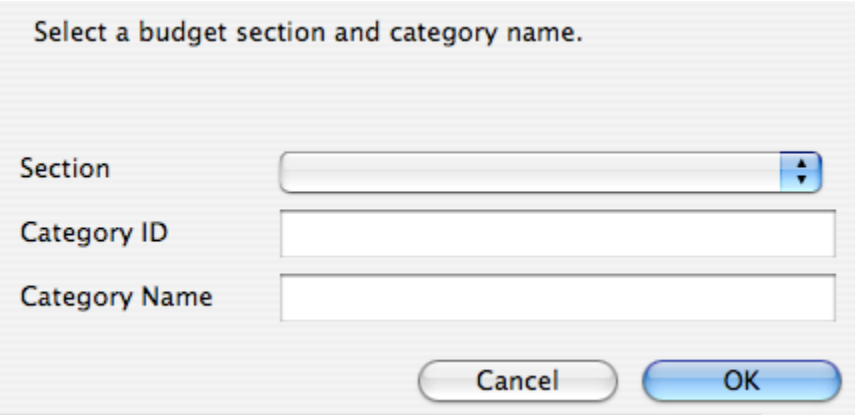
10.3-3 Adding a Category

To add a category, do the following:

1. Click 

or select `Add Category` from the `Edit` menu on the Command Bar.

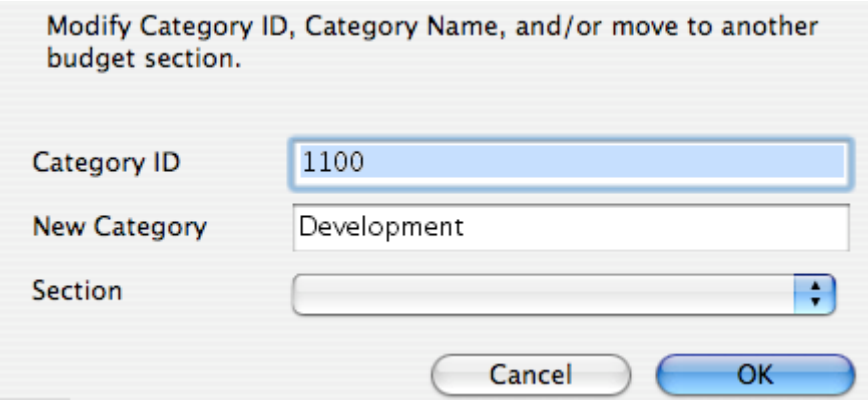
2. Choose a section.
3. Enter a Category ID number.
4. Enter a Category Name.
5. Click `OK`.



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

Change Category ID or Category Name

To change a Category ID, Category Name or move a category to another budhet section, click the Category ID in either the Top Sheet or Section View. The following dialogue box will appear:



Again, a new Category ID must be unique.

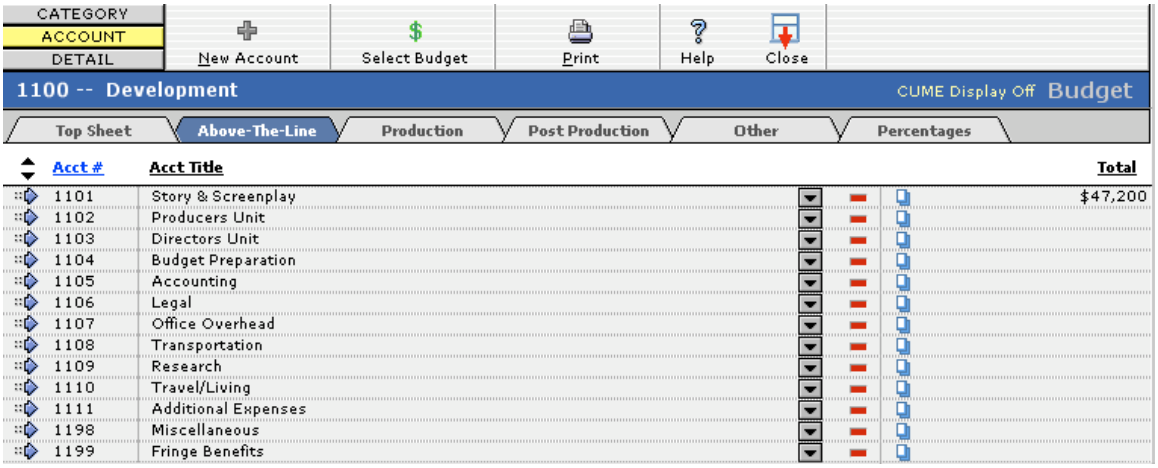
Find a Category by ID

In order to quickly find a Category ID, select `Find Category (1st Tier)` from the `Edit` menu on the Command Bar. Enter a Category ID and click `Find`.

10.3-4 View Acccount Level

To view the Account Level Line Items Screen, click next to the desired category.

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. Another way to navigate to different tiers of the budget is to click here:

Notice that there are few numbers in the total column to the far right of the screen. This is because detail line items have not yet been entered.

10.3-5 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. Give the new account a name and a unique account number.

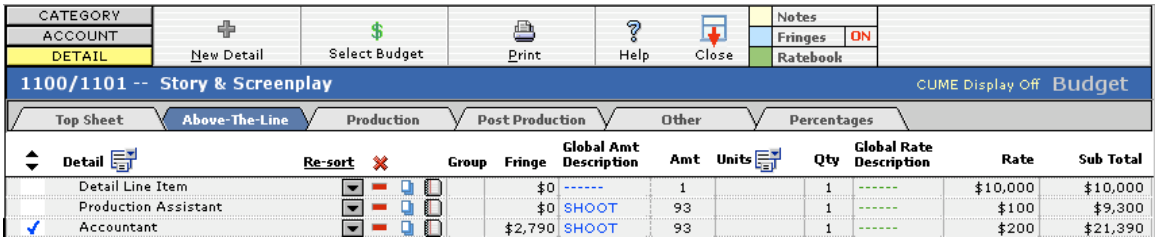
3. Click OK.

10.3-6 Add Detail

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

1. Click the next to the appropriate account.

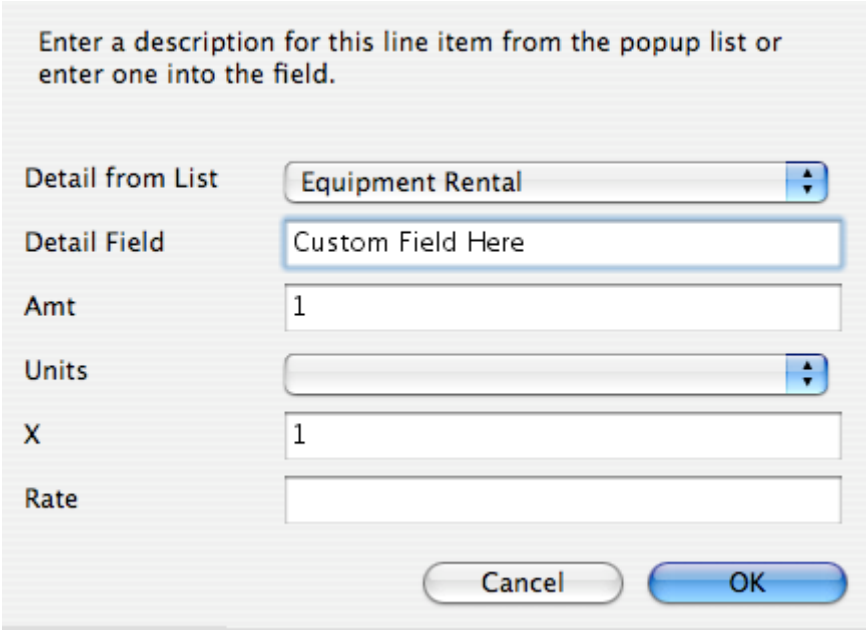
2. The Detail Line Item Screen will appear.



3. Click New Detail.

4. If Smart Entry is on, select `New Detail Line Item` and click `OK`.

5. Choose a detail name from the pop-down list or by entering a custom value.



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

6. Enter a number in the `Rate` field.

7. Enter an Amount (AMT) and Quantity (QTY).

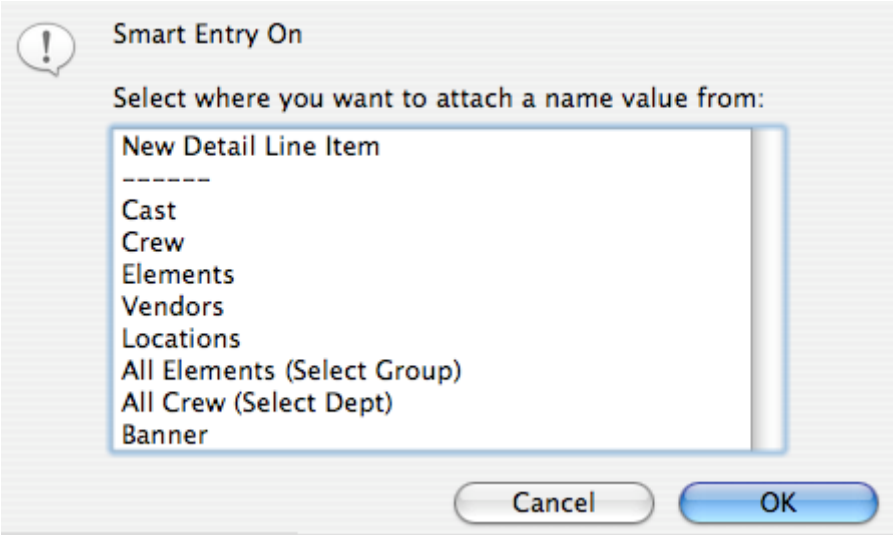
10.3-7 Smart Entry

Smart entry allows Gorilla to automatically enter a list of line items that are gathered from other parts of the program, such as a list of actors, crew, props, or locations.

Turning Smart Entry On/Off

To turn Smart Entry on or off, click the Smart Entry On button on the upper-right hand side of the detail screen.

When Smart Entry is on, creating a new detail line item will prompt the following dialogue box:



Each of the options is discussed below.

New Detail Line Item

Choose `New Detail Line Item` to bypass Smart Entry.

Cast

Choose `Cast` to select a character from the Story Module to insert into the line item. There is also the option of importing their daily or weekly rate.

Only characters that have a type (lead, featured, supporting) will be available.

Crew

Choose `Crew` to select a crew member from the Contacts Module to insert into the line item. There is also the option of importing their daily or weekly rate.

Only crew members that are attached to a department will be available.

Element

Choose `Element` to select an element from the Scheduling Module to insert into the line item.

Only elements that are attached to a category will be available.

Vendors

Choose `Vendors` to select a vendor from the Contacts Module to insert into the line item.

Only vendors that are attached to a vendor category will be available.

Locations

Choose `Locations` to select a location from the Locations Module to insert into the line item.

All Elements (Select Group)

Choose `All Elements` to insert all of the elements of a group into successive line items. This is a quick way to import a list of props for example.

All Crew (Select Dept)

Choose `All Crew` to insert all of the crew of a department into successive line items. There is also the option of importing their daily or weekly rate.

Banner

Choose `Banner` to create a banner that serves as a heading for a number of line items.

10.3-8 Sorting Detail Line Items

Detail line items can be sorted manually. This is especially useful when trying to place a banner on the correct row.

To re-sort a line item, click the name of the line item and change the number. Click `Resort` to rearrange the line items in the new order.

10.3-9 Adding Notes to Detail Line Items

To enter notes about a detail line item, select `Notes`.

Notes will appear on the Detail Line Item Report.

In-Kind Donations

Notes 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.

In the example below, 50% is selected. This means half of the rate is donated, and the budget will be sub-totaled accordingly.

Amt	Units	Qty	Global Rate Description	Rate	Sub Total
1		1	------	$10,000	$5,000
	50%				
	☑ In Kind		$5,000		

10.3-10 Subgroups

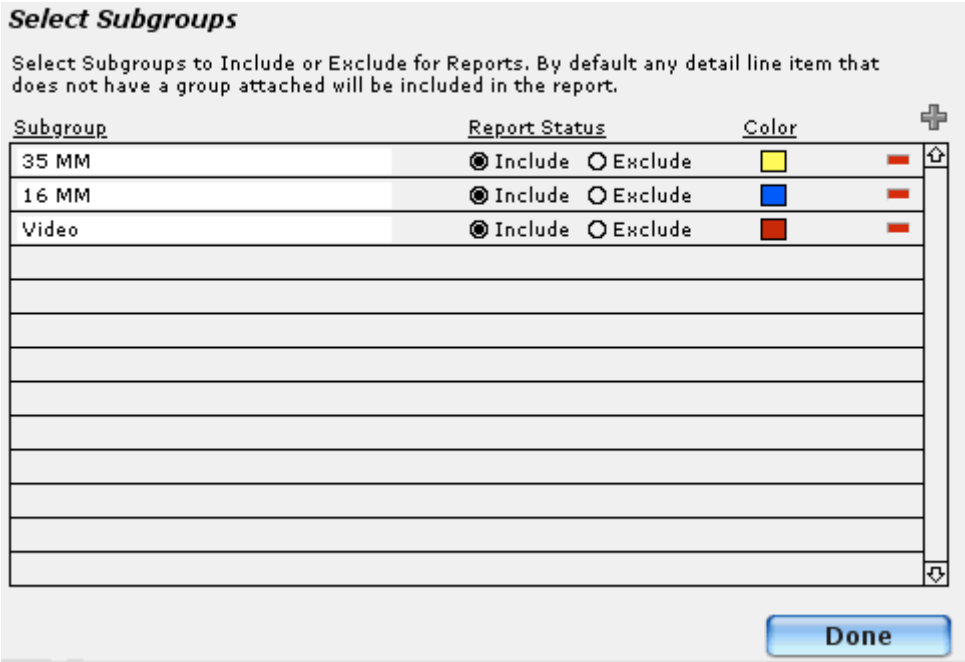
Individual detail line items can be attached to a subgroup. This subgroup can then be included or excluded from the final budget.

Creating a Subgroup

To create a subgroup, do the following:

1. Click `Setup` on the Command Bar and select `Subgroups`.

2. Click ✚ and name the subgroup.



3. Click `Done`.

Attach a Detail Line Item to a Subgroup

To attach a detail line item to a subgroup, do the following:

1. Click the Group Column.

2. Select a Subgroup by clicking the desired row.

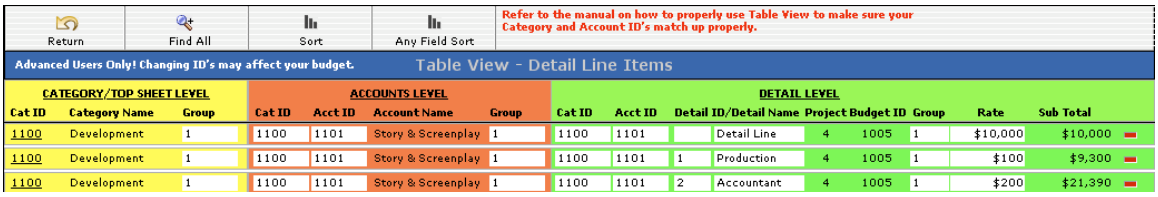
To attach all the detail line items in the current account to a subgroup, select the checkbox at the top of the dialogue box.

Include and Exclude

By default all subgroups are included in the budget. Subgroups can be individually excluded by selecting exclude on the subgroups screen on the desired row.

10.3-11 Table View

An advanced feature in the Budget Module is the ability to see all detail line items for any project in one view, the Table View.



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`.

10.3-12 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).

10.4 Ratebook

The Gorilla Ratebook is a quick and easy way to enter industry labor rates from unions SAG, DGA and AFTRA directly into detail line items.

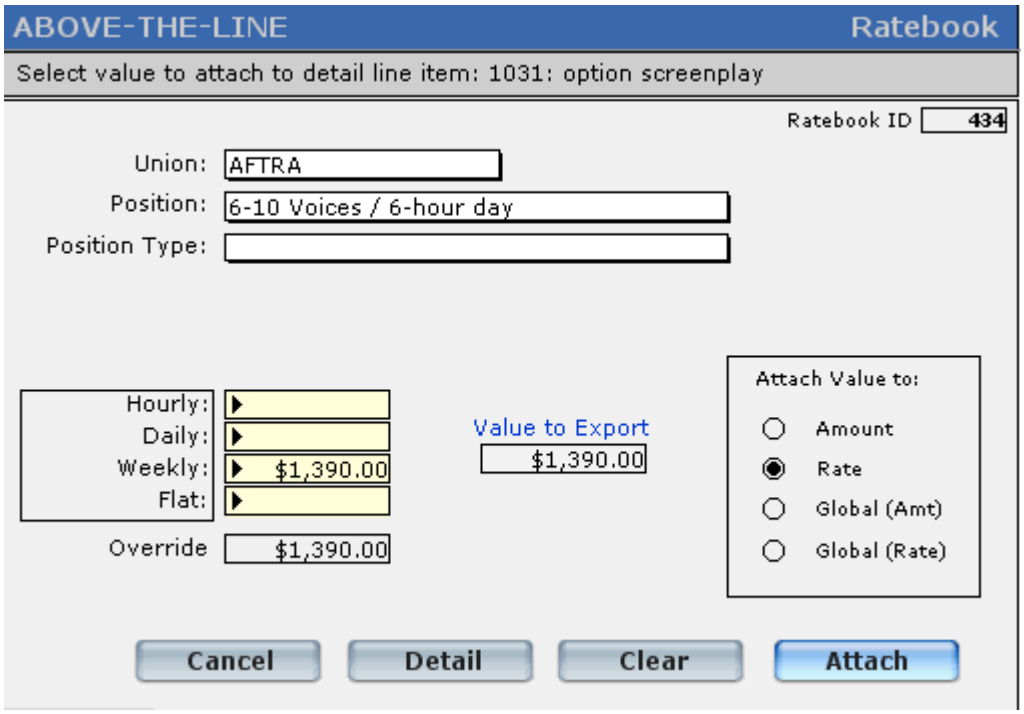
The Gorilla Rate Book is only available in the Pro edition.

To select a rate, do the following:

1. Click the on the desired line item.

2. Select a Local # from the first pop-down menu, and then select a position. If available, select a schedule.

3. A list of rates will appear in the rate fields (Hourly, Daily, Weekly, Flat). Select a rate.



4. Click Attach.

To see more clearly which rate was selected, select `Ratebook` from the View Menu on the upper right hand side of the Detail Screen.

Adding/Modifying Rates

To add or modify rates, do the following:

1. Select `Ratebook` from the `View` menu on the Command Bar.

2. Use the rolodex scroll bar on the left hand side of the screen to navigate.

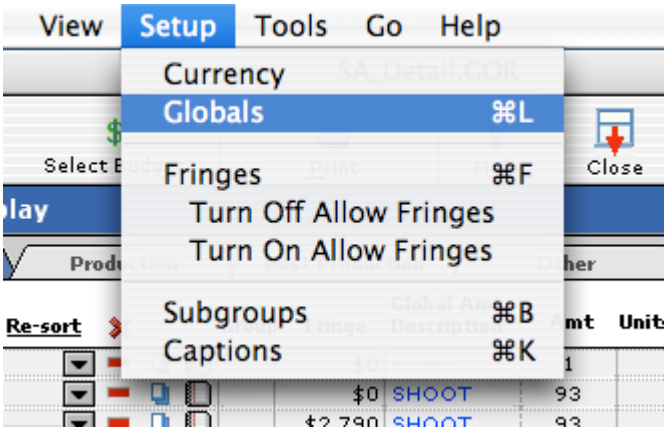
3. To add a rate, click New. The following fields are required: Local, Position, and at least one of Hourly, Weekly, Rate, or Flat.

10.5 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 is used.

For example, if a global with the description Shoot Days is given a value of 25, and then used on many detail line items, at any time the number of shoot days can be redefined to another amount. This is useful when contemplating different shooting 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 with our example of shoot days:

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

Global Amt Description	Amt	Un
------	1	
Shoot DYS	25	
Shoot DYS	25	

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	Sub Total
Shoot DYS	25	DAY(S)	1	CREW 1	$90	$2,250

In the example above, a global with the description CREW 1 was given a value of $90. When CREW 1 is selected from the pop-down menu in the Global Rate Description Column, the value $90 appears in the Rate column.

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

The Shoot Days Global

The Shoot Days Global is special because it actually reflects the number of days in the active schedule. To break this link, do the following:

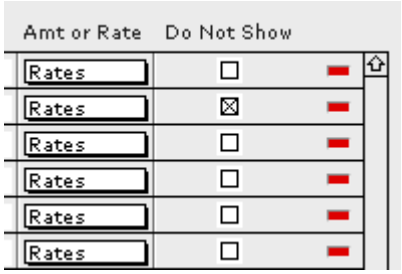
1. Click `Admin` on the Main Menu and select `Preferences`.

2. Click the `Budget` tab.

3. De-select `Auto Update Shoot Days`.

10.5-1 Showing/Hiding Globals

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



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

10.5-2 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

10.6 Fringes

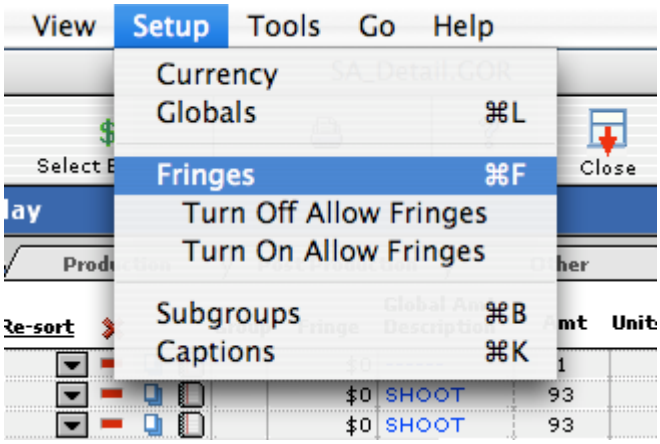
Fringes are percentages that are added to values in a budget. Multiple fringes are grouped into fringe categories. A fringe category is then attached to a detail line item.

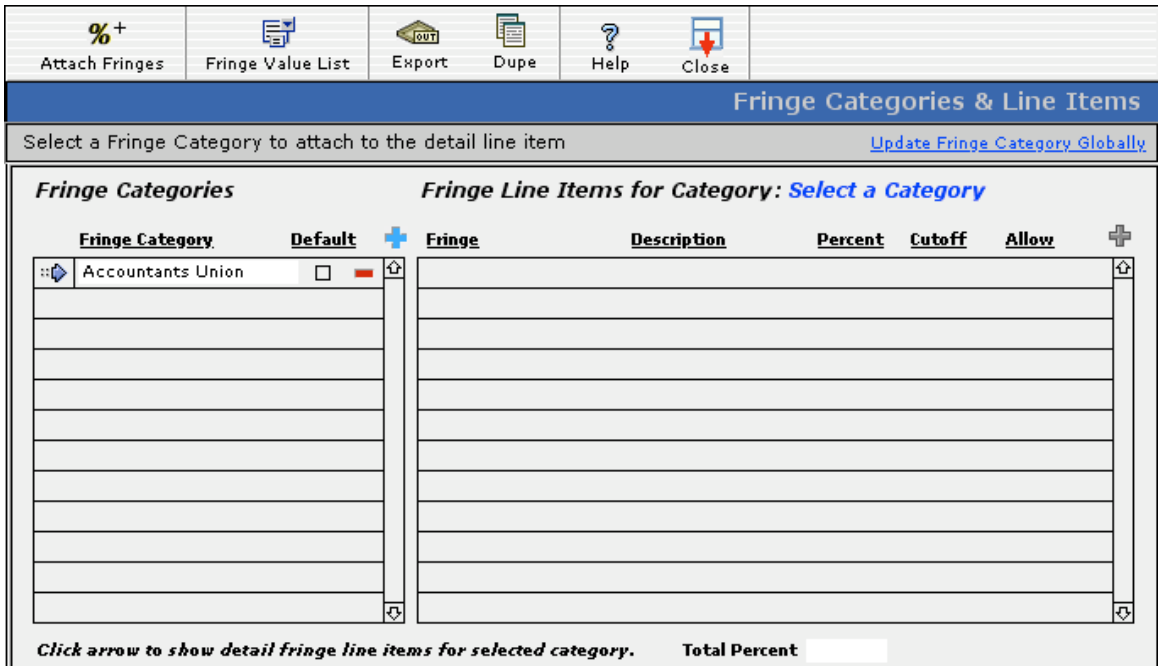
Fringe Categories

To create fringe categories, do the following:

4. Click `Setup` on the Command Bar and choose `Fringes`.

5. Click `OK`, and the following screen will appear:





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

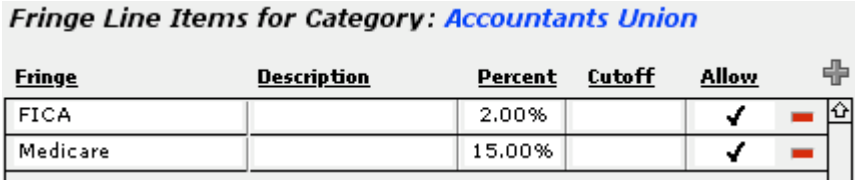
7. Enter a name for the category.

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

9. 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.

10. When finished, click `Done`.

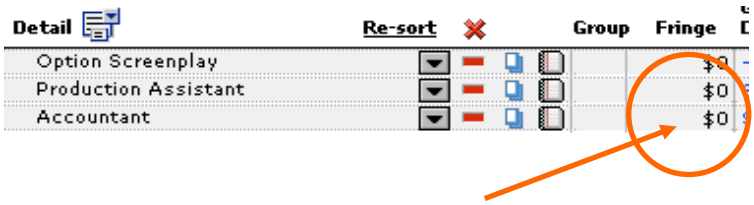
11. Add as many fringe line items to the category as necessary.



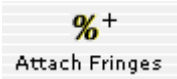
Attaching Fringe Categories to a Detail Line Item

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 

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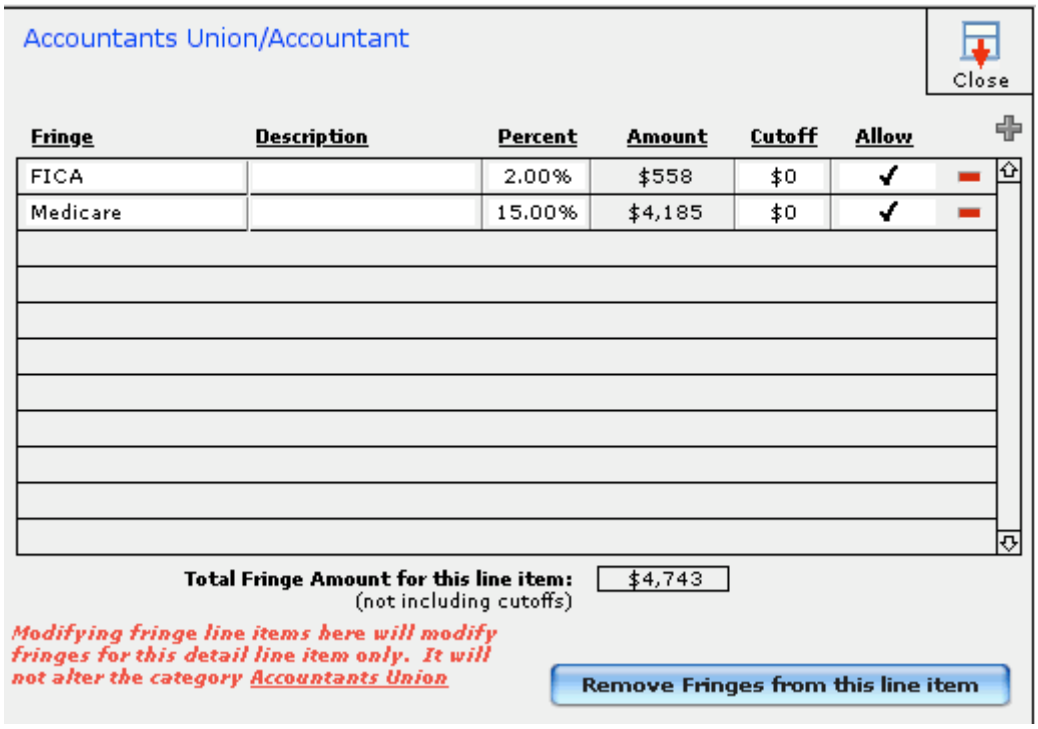
Modifying a Fringe Category

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.

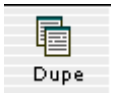
A list of the fringes currently attached to that detail line item will appear.

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

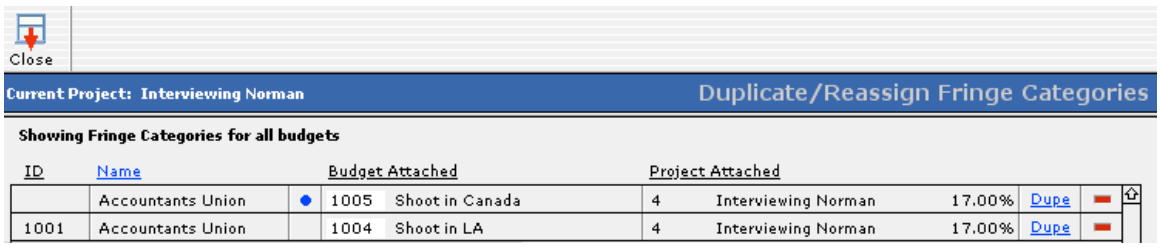
Duplicating a Fringe Category

To duplicate a fringe category to another, do the following:

3. Click `Setup` on the Command Bar and choose `Fringes`.

4. Click 

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



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

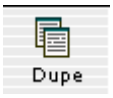
6. Choose a project and budget to which the fringe category will be copied by clicking .

Reassigning a Fringe Category

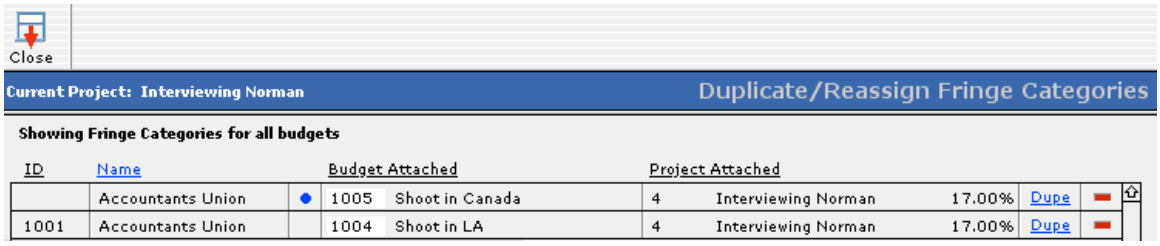
A fringe category can be reassigned to the current budget without being duplicated.

To reassign a fringe category, do the following:

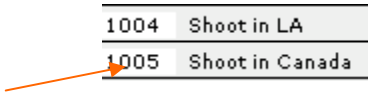
1. Click `Setup` on the Command Bar and choose `Fringes`.

2. Click 

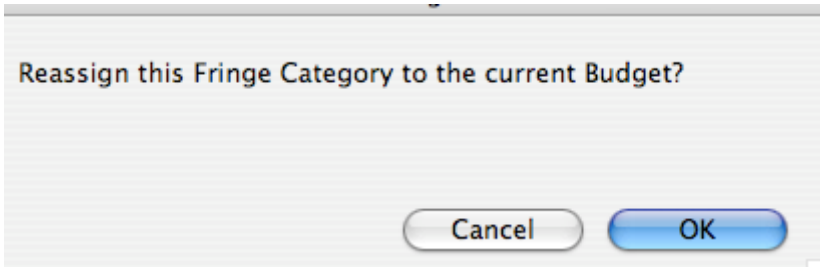
. The following Duplicate/Reassign Fringe Categories Screen will appear.



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



4. Click OK to confirm.



10.7 Saving/Loading Budgets

10.7-1 Saving Budgets

To save a budget, so the following:

1. Click `Budgeting` on the Main Menu and select `View/Create Budget`.

2. Click next to the desired budget.

3. Choose a location to save the file.

Saved Gorilla Budget Files will have the extension .grb.

10.7-2 Loading Budgets

To load a budget, do the following:

1. Click `Budgeting` on the Main Menu and select `View/Create Budget`.

2. Click `Load`.

3. Find the budget and either choose load the budget into the active project, or to create a new project for the budget.

10.7-3 Duplicating a Budget

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 on the budgeting toolbar, or click `Budget` on the Main Menu and select `View/Create Budget`.

2. Click the located in the Dupe Column in the row of the desired budget.

3. Choose `Existing` project.

10.7-4 Duplicating a Budget from One Project to Another

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

1. Click Select Budget on the budgeting toolbar, or click `Budget` on the Main Menu and select `View/Create Budget`.

2. Click the located in the Dupe Column in the row of the desired budget.

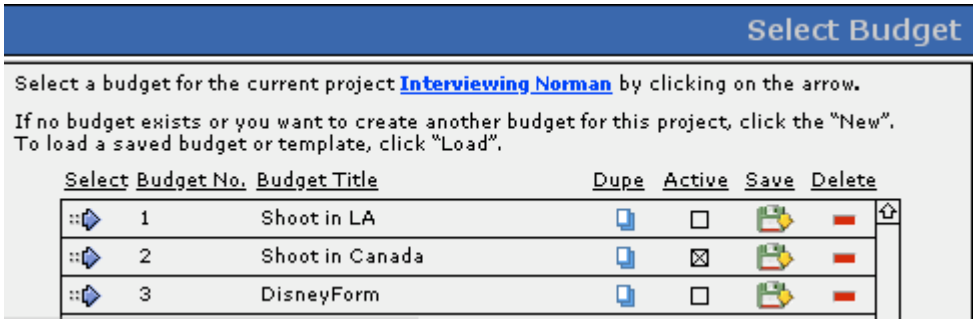
3. Choose `New` project.

10.7-5 Switching Between Budgets

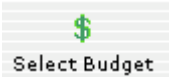
To switch between budgets, do the following:

1. Click Select Budget on the budgeting toolbar, or click `Budget` on the Main Menu and select `View/Create Budget`.

2. Click the next to the desired budget.



10.7-6 Deleting a Budget

1. Click  on the budgeting toolbar, or click `Budget` on the Main Menu and select `View/Create Budget`.

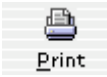
2. Click the ▬ next to the desired budget.

10.7-7 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  on the budget toolbar or click `Admin` on the Main Menu and select `Reports`.

2. Click `select Comparison Report`.

3. Choose a primary and a secondary budget.

4. Click `Compare`.

5. Click either `Print` or `View`. If you select view, to exit comparison mode, click

.

10.8 Percentages

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

Contingency	$602
Overhead	$1,204
Insurance	$842
Completion Bond	$1,083

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.

10.9 Budget Templates

Gorilla comes with several budget templates. They can be found in the `Saved Budget Files` folder located in the `Gorilla 3.0 Folder`.

10.9-1 Importing a Movie Magic Budget as a Template

Gorilla can import an exported text file from Movie Magic Budgeting as a template. Only category and account level items will import, not the detail, globals, or fringes. This procedure is for advanced users only.

To import a text file, do the following:

1. Use the export feature in Movie Magic Budgeting to export the budget as text.

2. In Gorilla, click `Budgeting` on the Main Menu and select `View/Create Budget`.

3. Select `Import Other Budget Form` from the `File` menu.

4. Click `Continue`.

5. Select `Import Map On`. Click `OK`.

6. An import Map will appear. Click `Continue`, and then click `OK`.

7. Match the fields on the left column to the fields on the right column.

8. Click `Import`.

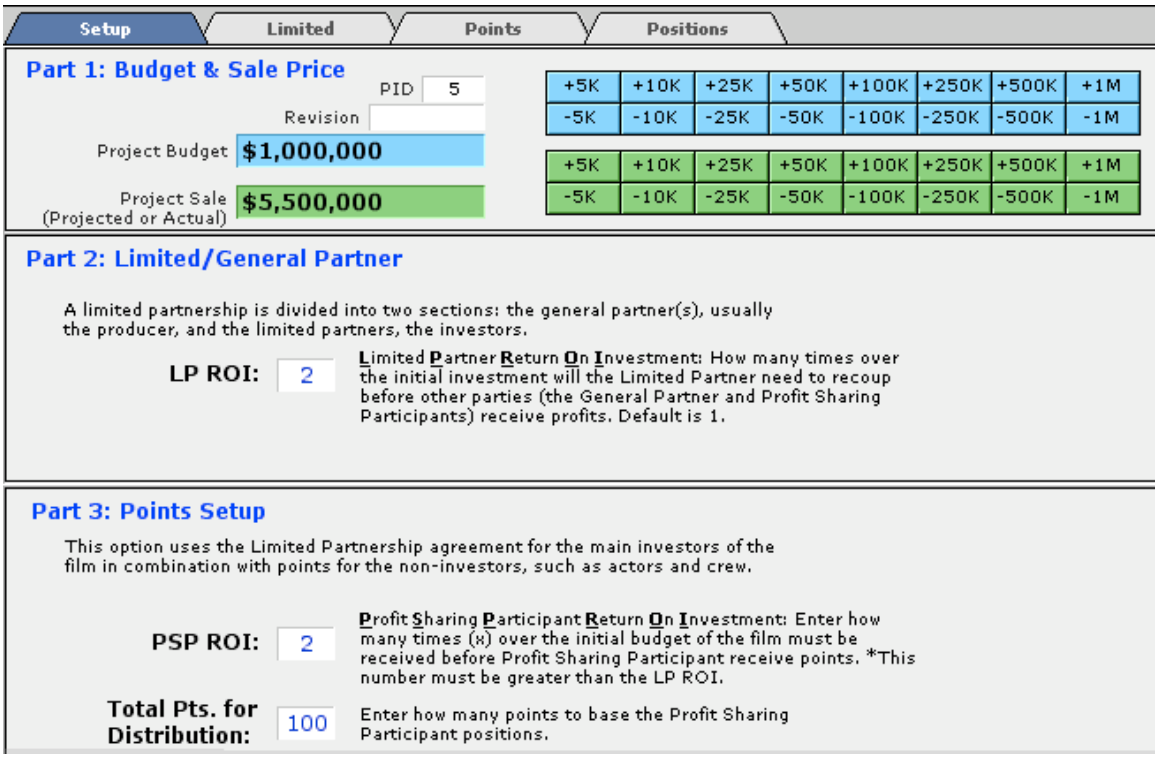
9. Click OK.
10. Name the new budget Template and click OK.
11. The template will be saved with the .grb extension.

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`.

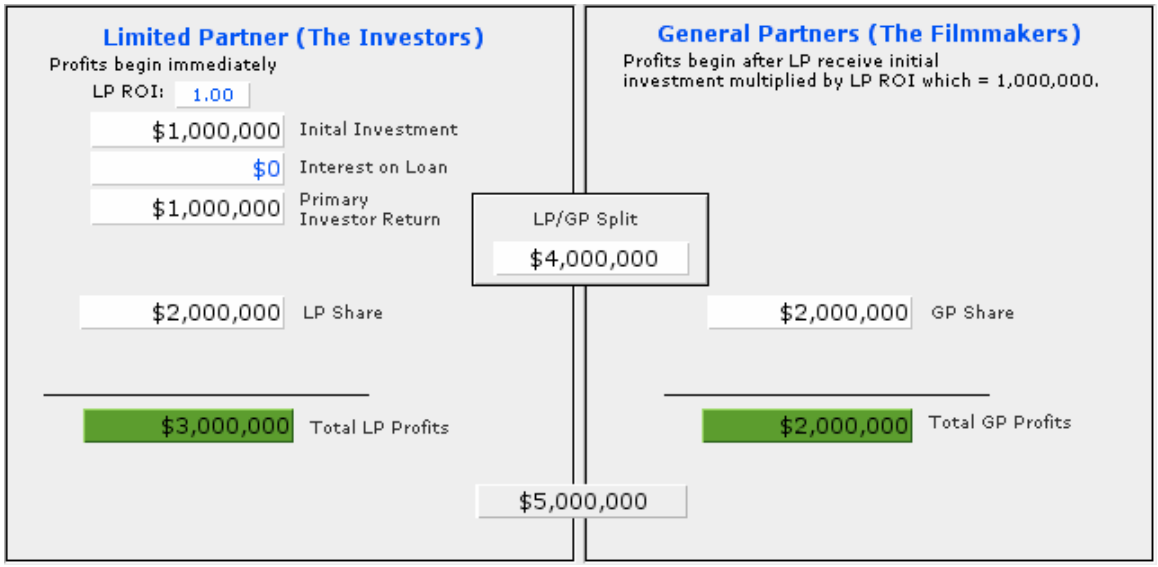
The following screen will appear:



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.

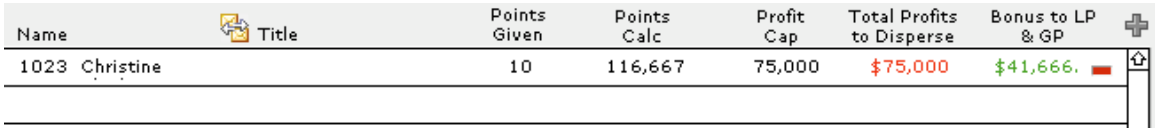
The options for setting up points are outlined below:

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 the `Positions` on tab.



Name	Title	Points Given	Points Calc	Profit Cap	Total Profits to Disperse	Bonus to LP & GP
1023 Christine		10	116,667	75,000	$75,000	$41,666.

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

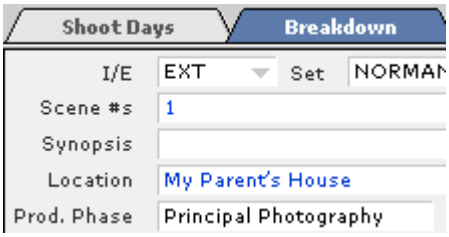
To add a photo or a map, click the `Photo` or `Map` tab and then click . Photos and Maps should be gifs or jpegs. The smaller the size of the image, the faster it will be to navigate through the records.

12.3 Attaching Locations to Breakdown Sheets

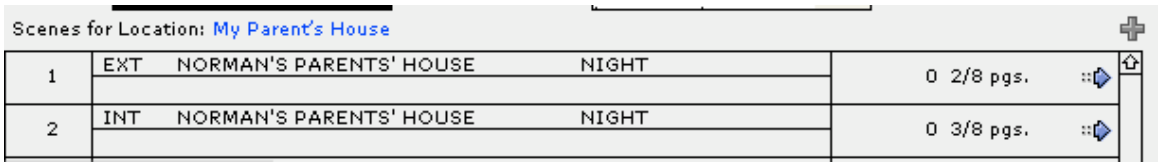
To attach a location to a breakdown sheet, do the following:

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.



Click to visit the breakdown sheet or click to add this location to another breakdown sheet.

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.

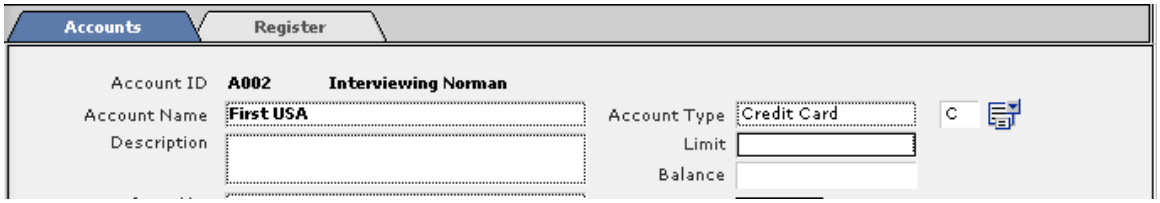
Gorilla can then compare expenses to the budget to see if the budget is on track.

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.



Choose an account type so that Gorilla knows if the account is Credit or Debit.

Click **Link to Budget** to choose the desired budget.

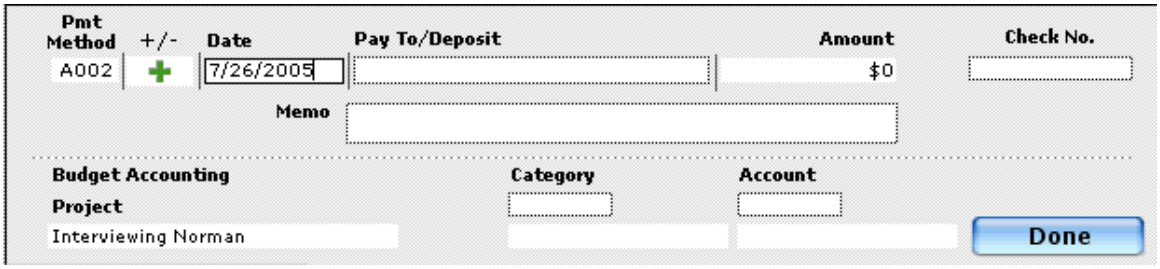
This is a powerful means of comparing budget vs. expenses.

13.2 Entering Transactions

To enter the first transaction, do the following:

1. Click the `Register` tab.

2. Click ✚.



If this is a deposit, select `plus` 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.

3. Print a Budget Balance Report to see the difference between what you budgeted and what you actually spent.

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.

	Algonquin Indiefest	Warrington, PA	January
	Alpe Adria Cinema Film	Trieste, Italy	January
	Bangkok international Film Festival	Bangkok, Thailand	January
	Berlin and Beyond	San Francisco, CA	January
	Dance on Camera Festival	New York, NY	January
	Filmfestival Max Ophuels Preis	Saarbruecken, Germany	January
	Flickering Image Festival	Hollywood, CA	January
	Gerardmer Fantastic'art Festival	Levallois-Perret, France	January

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

There are tabs: General, Entry, Response, and 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:

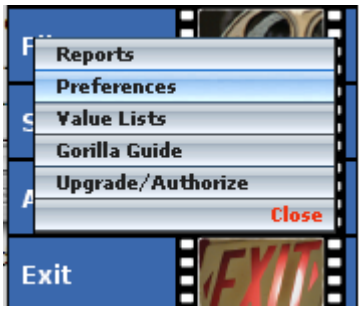
1. Click the Entry tab.
2. Click .
3. Select the desired project.
4. To track the response(s) for this and other projects, click the Response tab and enter status of response information

16. Admin

16.1 Preferences

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

To set preferences, click `Admin` 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.

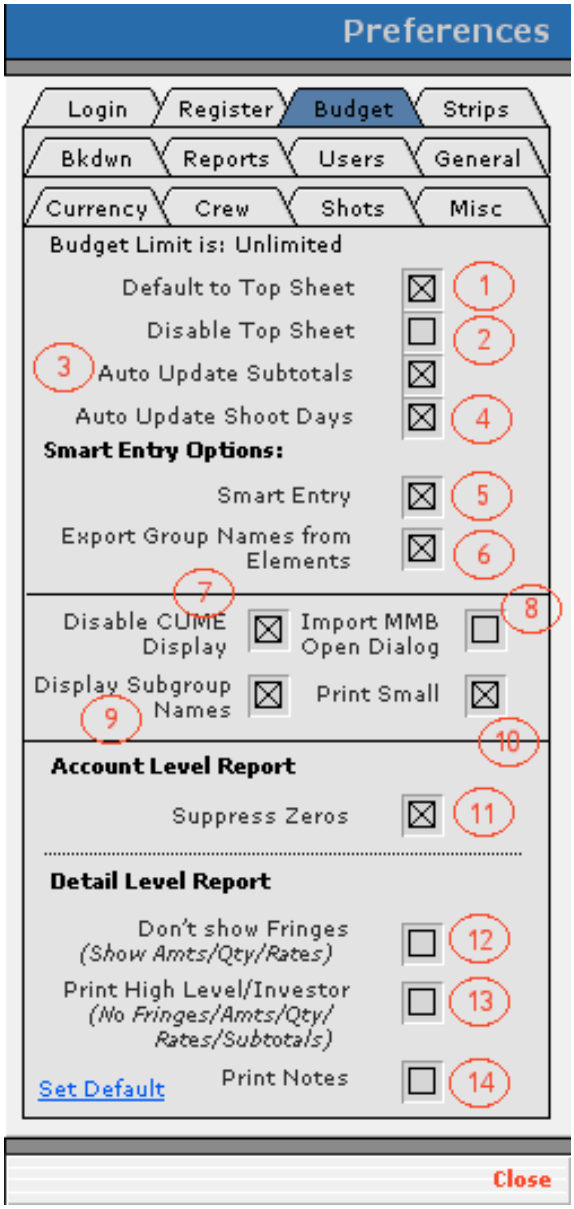
Project for this session: The active project.

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 16.1-8 General).

16.1-2 Budget Preferences



1) When viewing a budget, the top sheet opens first if checked. Otherwise, the first section will open, such as Above the Line.

2) 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.

3) 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.

4) The Shoots Days Global in the budget is linked to the shoot days in the schedule if checked.

5) Turns Smart Entry on. For more about Smart Entry, see Section 10.3-7 Smart Entry.

6) Attaches category name to element when importing elements during smart entry.

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

8) Opens a dialogue box that assists the user in importing a Movie Magic Export Budget File (text).

9) Displays the names of subgroups attached to the active budget.

10) 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.

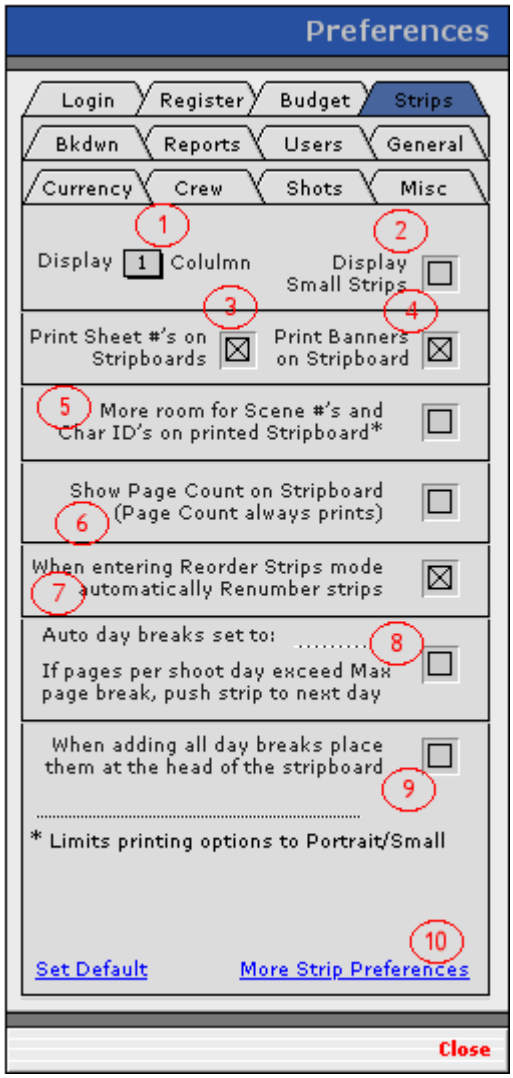
11) When checked, Gorilla suppresses empty or zero line amounts so that only those line items which have values are printed.

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

13) 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.

14) If checked, notes will print in the Print Small layout.

16.1-3 Strips Preferences



1) The default stripboard view is either 1-Column, 2-Column, or 9-Column.

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

3) When printing the stripboard, show sheet numbers on strips.

4) When printing stripboards, banners will print.

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

6) Show page count on daybreaks in the stripboard display. This slows down the display of strips on slower computers. The page count will always print, however.

7) Gorilla will automatically renumber strips when exiting reorder mode. This only applies to renumbering strips the old Gorilla 2.x way.

8) The default number of pages when using auto day breaks. When strips reach the max, the day break is placed after the last strip if this is selected.

9) If all day breaks are added together, this will place them all at the head of the stripboard as opposed to then.

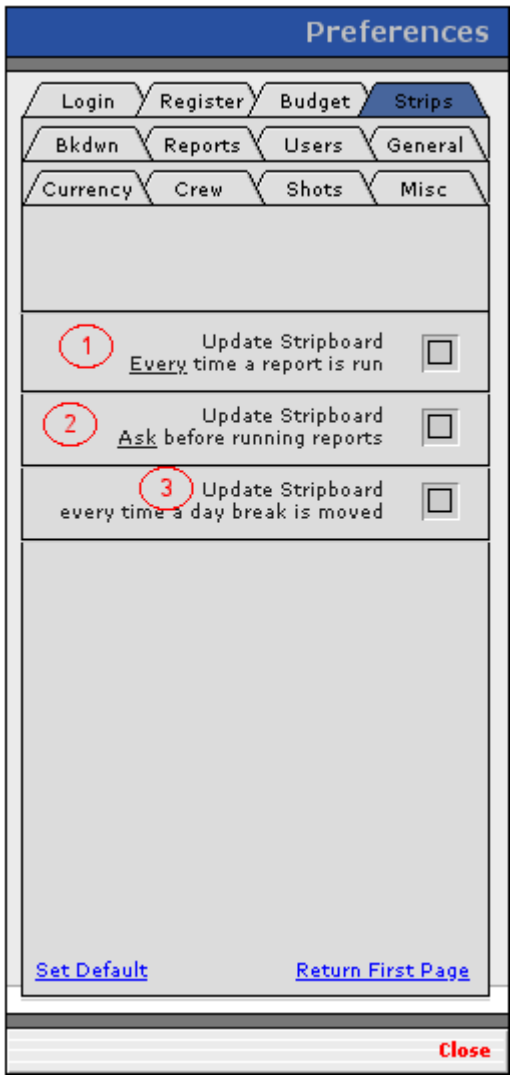
10) Show More Strip Preferences (see below).

16.1-4 More Strips Preferences

1) Gorilla updates the stripboard before running scheduling reports. Reports will take longer to print if this is selected.

2) Gorilla prompts user to update the stripboard each time a scheduling report is printed.

3) Gorilla will update the stripboard each time a daybreak is moved.



16.1-5 Breakdown Preferences

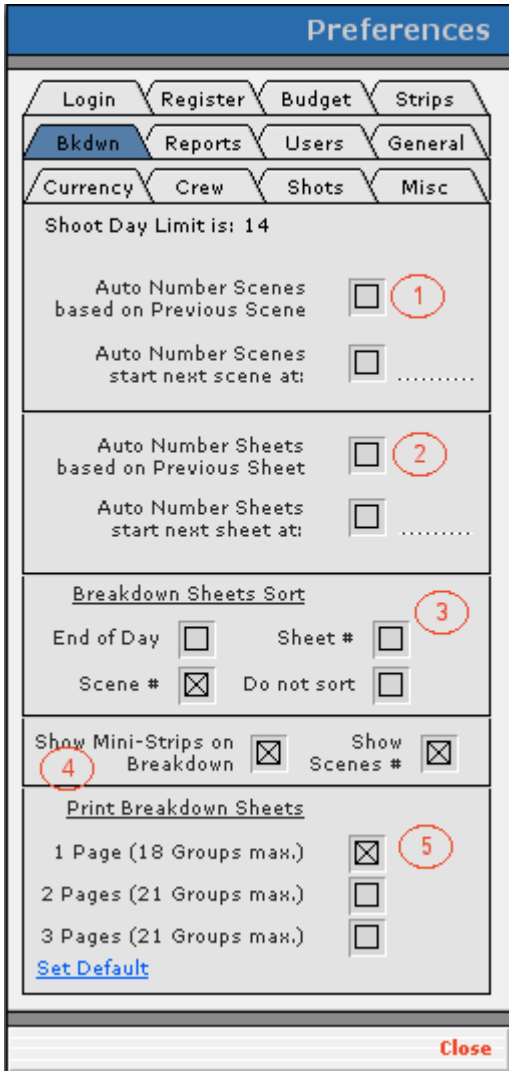
1) Automatically number scenes based on previous scene entry, or specify what number at which to start the next scene.

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

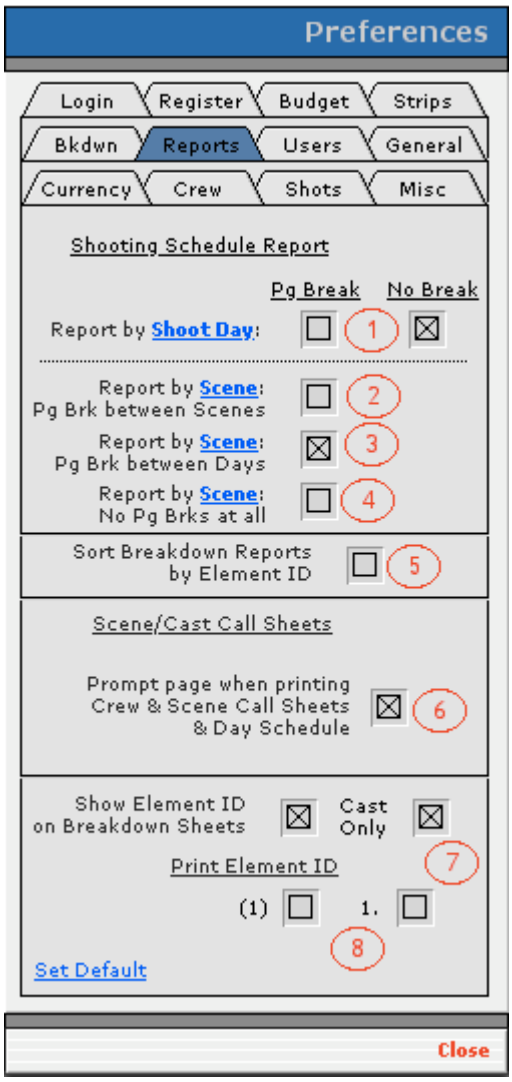
3) When viewing breakdown sheets, specify the sort.

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 categories, whereas 2- and 3- page sheets print all 21 categories.



16.1-6 Reports 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 Crew and Scene Call Sheets, prompt before each page.

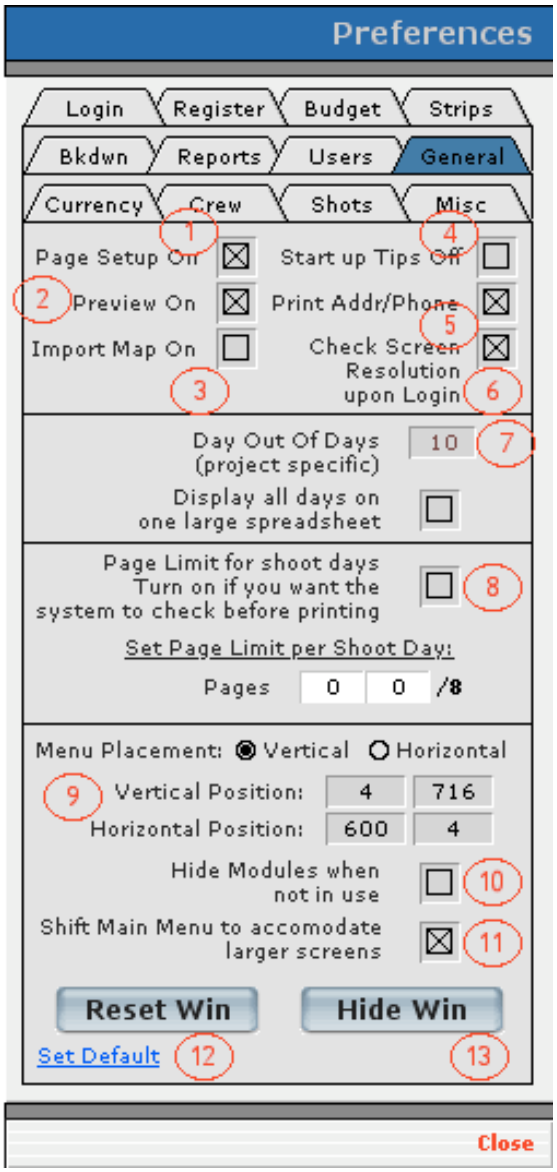
7) When checked, the Element ID is included on breakdown sheets.

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

16.1-7 Users

Displays all users and their access levels.

16.1-8 General



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

2) If checked, a preview of the report will appear before it prints.

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

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

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

6) 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.

7) 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.

8) 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.

9) Set the Main Menu position and placement (vertical or horizontal).

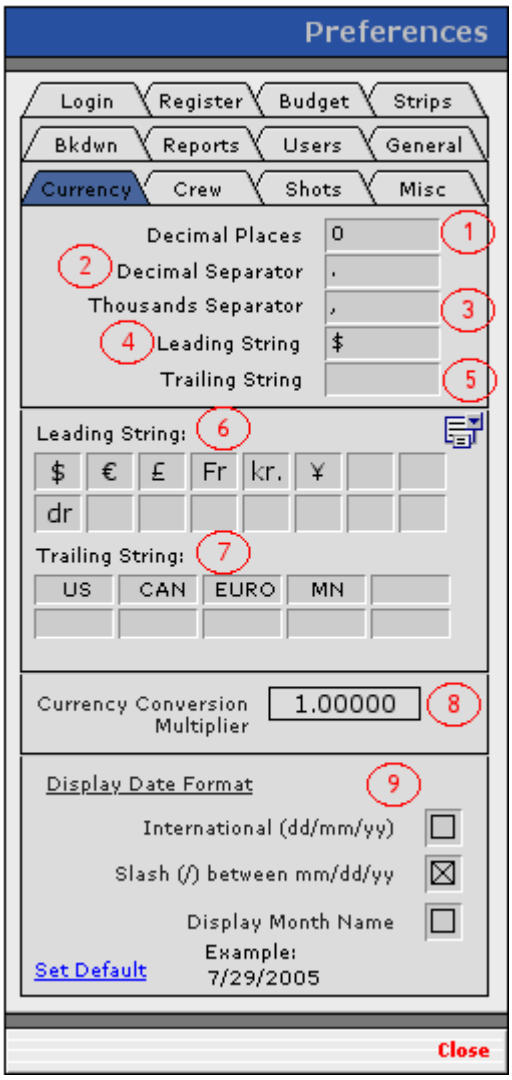
10) If checked, Gorilla will close windows not being used.

11) If checked, automatically moves the Main Menu to accommodate larger windows.

12) Resets all windows to default position.

13) Hides all windows.

16.1-9 Currency



1) Format the number of decimal places.

2) Specify decimal separator.

3) Specify thousands separator.

4) Specify a leading string here.

5) Specify a trailing string here.

6) To modify or add more currency values, click here.

7) Specify default leading strings.

8) Specify default trailing strings.

9) 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.

10) Changing these settings affect the way dates appear on reports. By default, the date will appear as month/day/year.

16.1-10 Crew

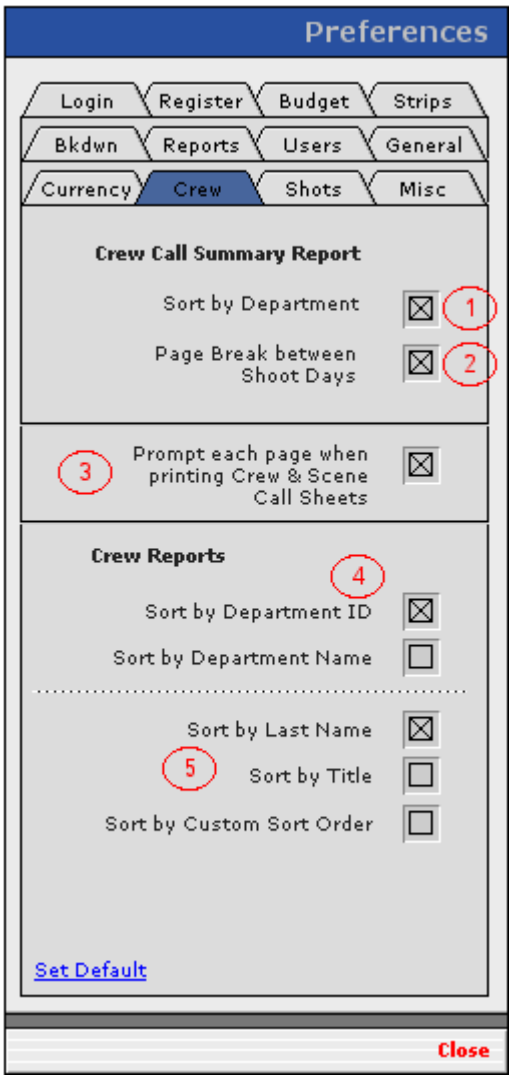
1) When printing a Crew Call Summary Report, sort by department.

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.



16.1-11 Shots

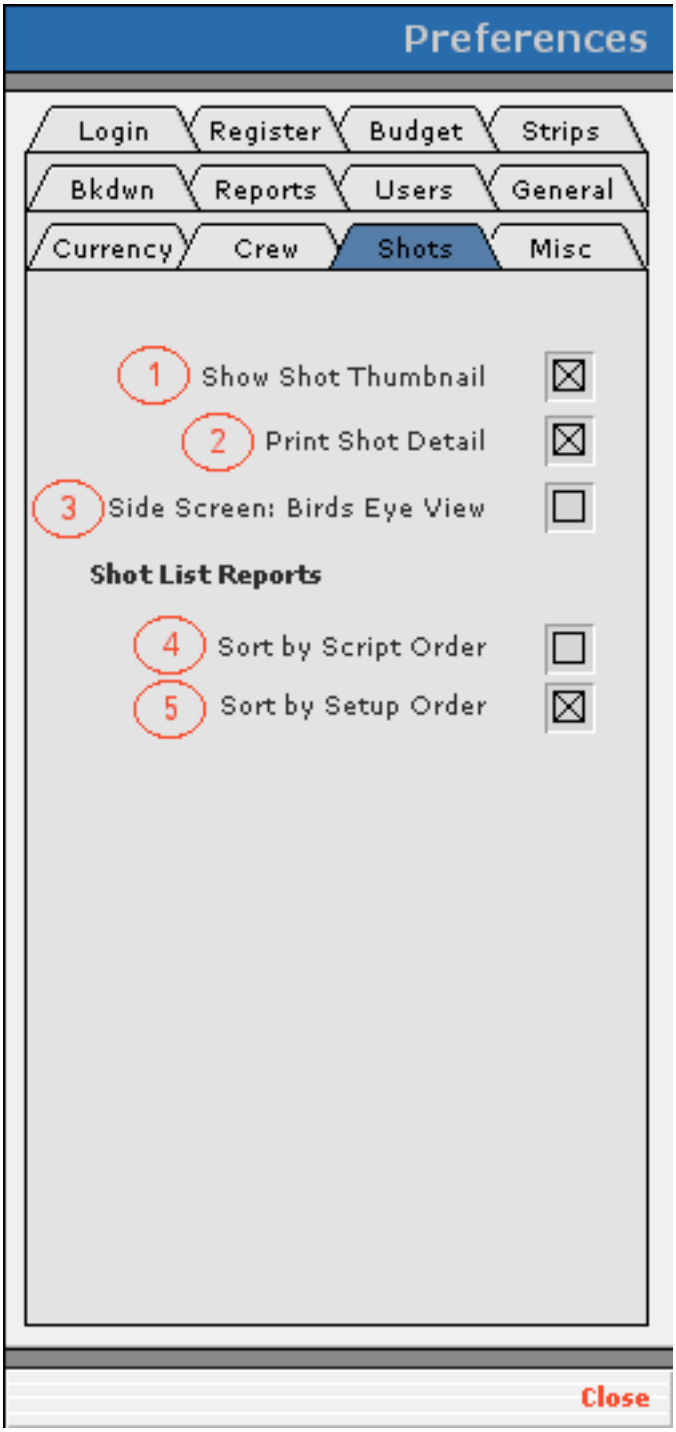
1) A thumbnail-size image of the shot appears next to the description.

2) The details will print in the Shot List Report.

3) Displays Bird's-Eye View on Detail Shot Screen. If unchecked, Scene Info will display instead.

4) Sorts shot list by script order.

5) Sorts shot list by setup order.



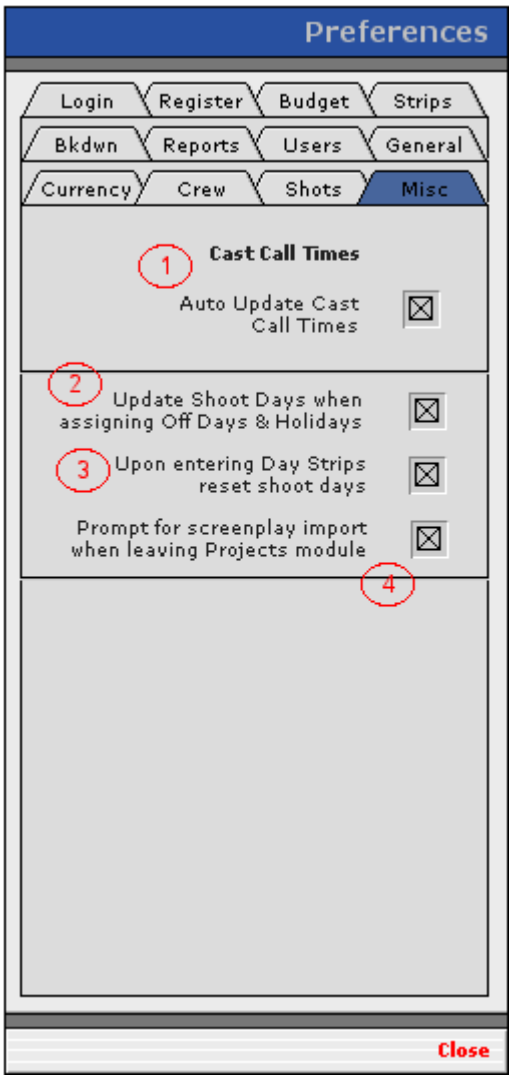
16.1-12 Misc

6) When entering the Cast Call Times Screen, changes from the stripboard are automatically recalculated.

7) 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.)

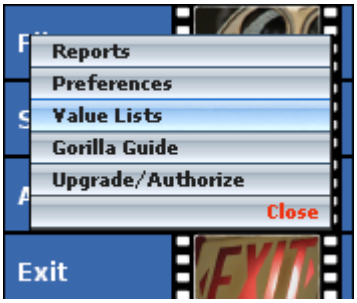
8) Upon entering the Day Strips Screen, reset the displayed shoot days from the beginning of the production.

9) Gorilla will prompt the user to import a screenplay if there are no characters in the active project.



16.2 Value Lists

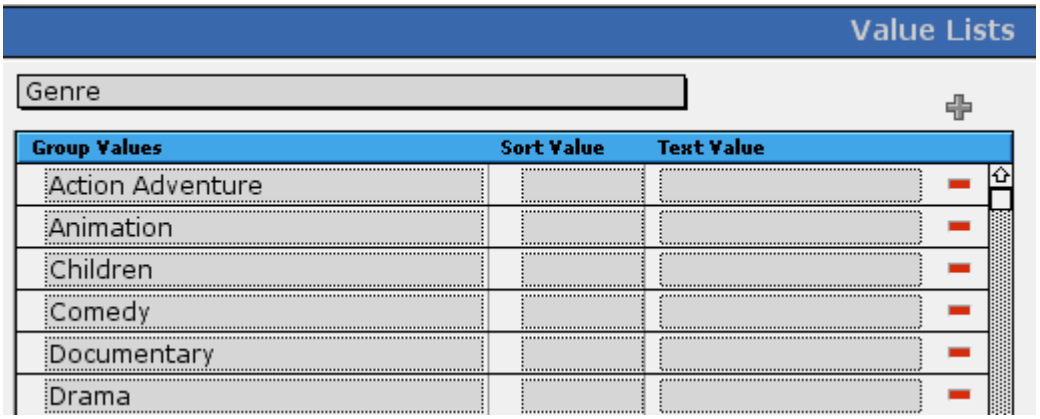
Many of the screens have value lists in the form of pop-down menus. Most of the time, the values can be modified. There are two ways to access the Value List Screen.



1) Click `Admin` 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
Angle of View	Scheduling
Budget Section	Budgeting
Camera Height	Scheduling
Casting Directors	Actor
Character Type	Character
Company	Contacts
Crew Parking	Locations
Crew Title	Crew
Currency	General
Department	Crew
Detail	Budget
Equipment	Scheduling
Event Type	Calendar/Datebook
Eye Color	Actor
Focal Length	Scheduling
Fringes	Budget
Genre	Projects
Group Name	Scheduling
Hair Color	Actor
Hospitals	Scheduling
How Paid	Accounting
Lighting	Scheduling
Other Title	Contacts

Modifiable Value Groups	
Group	**Screen**
Phase	Scheduling
Rating	Film Festival
Shot List	Scheduling
Stripboard	Scheduling
Type of Account	Accounting
Union	Actor/Crew
Units	Budget
Vehicles	Scheduling
Vendor Category	Vendor
Weather	Scheduling
Writers	Projects

Certain values cannot be deleted. These values are indicated by a ●.

16.3 Upgrade/Versions

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*	$625,000 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

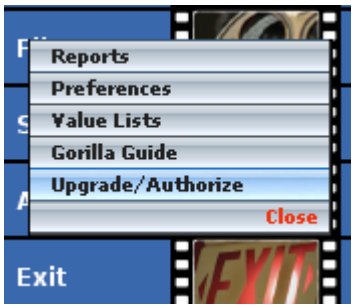
The Student Edition can be upgraded to Standard or Pro, and the Standard Edition can be upgraded to Pro at any time. In order to do this, do the following:

1. Contact Jungle Software and purchase a new serial number.

2. Click `Admin` 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**
My serial number doesn't work.	Your serial number is a function of your name and company. It is just as important to type in your serial number correctly as your name and company. They must be exactly the same as when you registered. Capitalization counts!
I am no longer going to use an old computer. How do I take Gorilla off the computer, and bring it to another?	To do this, you must deauthorize your old computer. To deauthorize, click `Admin` on the Main Menu and click `Upgrade/Authorize`. Click `Deauthorize`. Now you have a free install for the new computer.

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