

# The Gorilla Guide™

Reference Guide for Gorilla™ 4.8



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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 dozens of new features to Version 4.7, 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 reference guide, 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.

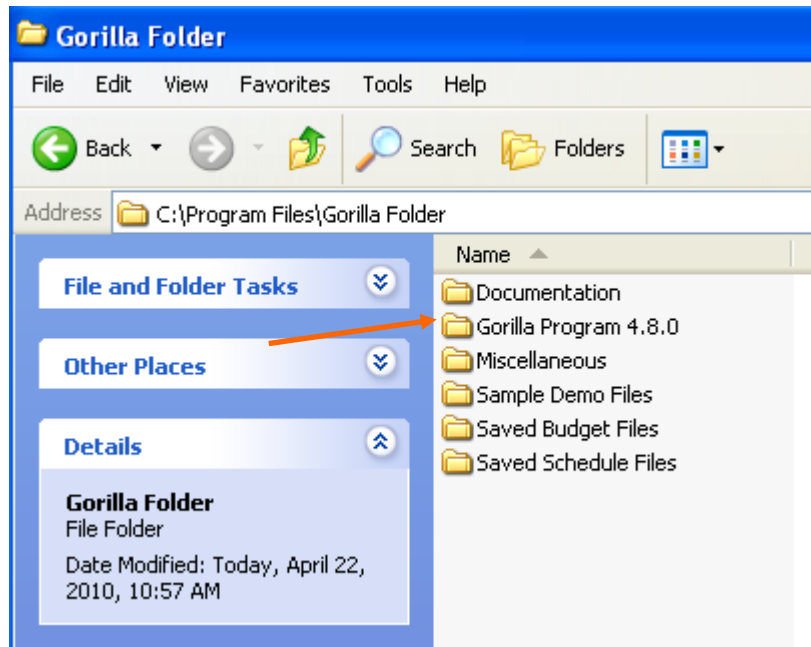
### 2.1 Installation

#### Windows Installation

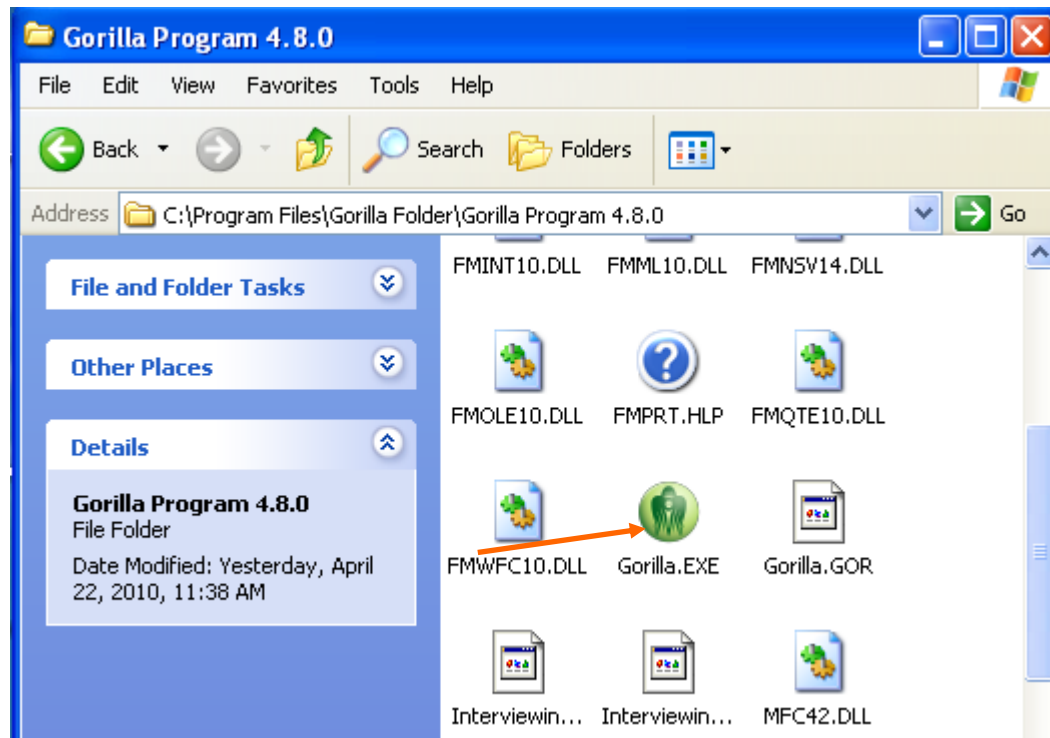
To install Gorilla for Windows, do the following:

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 Folder will be placed where you designated the program to install.
5. Inside the Gorilla Folder you will find a Gorilla Program 4.7.0 folder along with some other folders:

## General



6. Launch the application by double-clicking the Gorilla icon in the Gorilla Program 4.8.0 folder.



Continue with Step 8

### Macintosh Installation

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

1. From the CD, select the MAC folder.
2. Double-click Install Gorilla 4.8.
3. Follow the instructions in the installer.
4. When the installer finishes, a folder named Gorilla Folder will be placed in the Applications directory.
5. Inside this folder you will find a Gorilla icon.
6. Launch the application by double-clicking the Gorilla icon in the Gorilla Program 4.x folder.
7. If you wish, drag this icon to your dock.



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

Welcome to Gorilla! Please enter the following information:

Name	<input type="text"/>
Company Name	<input type="text"/>
Serial Number	<input type="text"/>

## General

9. 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).
10. The next step is to authorize Gorilla.

### Internet Authorization

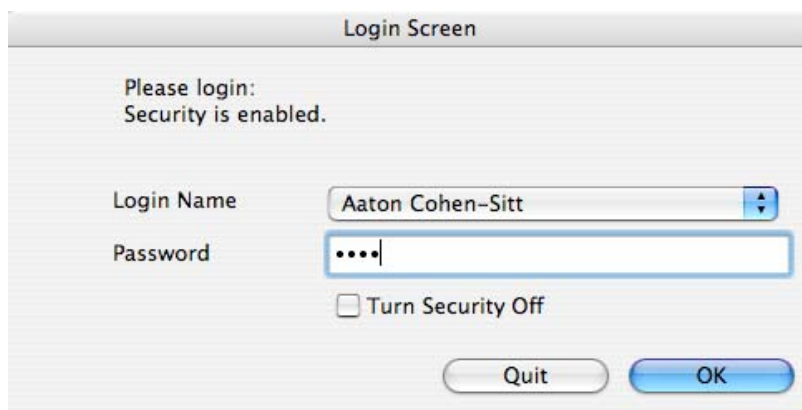


If your computer is connected to the internet, click **Internet**. Gorilla will authorize in a few seconds. If your computer is not connected to the internet, either authorize Gorilla at a later time or authorize Gorilla manually.

### 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.

11. Enter a password and a hint.
12. To login to the program, select your name and type in your password.



You can select the Turn Security Off checkbox to disable security for Gorilla. If security is disabled, anyone can access any of the Gorilla modules. For more on Security, see Security.

13. From the Quick Tips Screen, click Launch Gorilla.

### **Problems Authorizing**

If you have problems authorizing via the Internet, before calling Jungle Software, try disabling any Anti-Virus software (for example Norton Anti-Virus). When authorizing, the Gorilla program needs to receive information from our server and any Anti-Virus software or firewalls may prevent the software from receiving this information.

### **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](http://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 E-Mail: Send an e-mail to [support@junglesoftware.com](mailto:support@junglesoftware.com) with your box code, Name and Company Name. We will generate a serial number for you and e-mail it to you.

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. For multiple users, you can upgrade to a Producer-Pack or a Crew-Pack.

A Producer-Pack allows Gorilla to be installed on up to four (4) computers shared by two users. A Crew-Pack allows Gorilla to be installed on up to five (5) computers for up to 5 users.

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

## General

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 go to the Main Menu. From the Register menu, select Register Gorilla. Click Deauthorize.

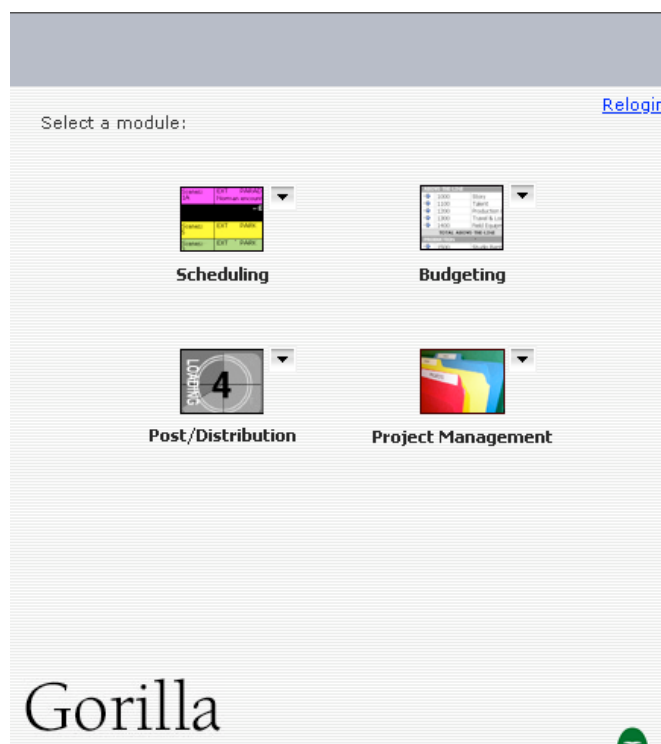




## 2.2 Interface

### 2.2-1 The Main Menu

Use the Main Menu to navigate throughout Gorilla. Gorilla is divided into 4 sections: Scheduling, Budgeting, Post/Distribution and Project Management. All the Scheduling modules are available by clicking the Scheduling button. The Budget modules are available by clicking the Budgeting button. The Post/Distribution modules are available by clicking the Post/Distribution button. The Project Management modules are available by clicking the Project Management button.

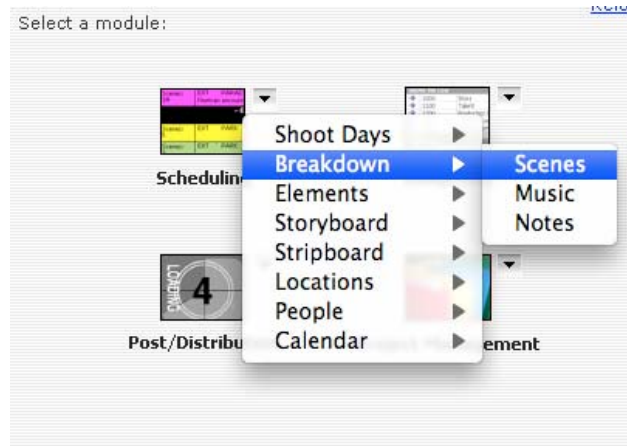


The Main Menu can be accessed by typing Command-M or selecting Main Menu from the Modules Menu.

You can also click on the little arrow  which will display all the modules for that section.

Clicking on a sub-module, for example, Breakdown and then Scenes will take you to the Breakdown Sheets screen displaying Scenes.

## General






### 2.2-2 Interface for Screens

Gorilla uses the same interface for most of its screens.

#### The Toolbar and Tabs



1) The Scheduling Toolbar has the following buttons:

	Shoot Days	Schedule shoot days and off days, cast and crew call times, enter notes for shoot days, info for call sheets and DPR (Daily Production Report).
	Breakdown	Create and edit breakdown sheets, add elements onto sheets such as props and set dressing.
	Elements	Add elements, enter art dept. info, set-up element linking and blackout dates.

	Storyboard	Attach storyboards to scenes, create shots lists, attach cast members and equipment to shots.
	Stripboard	Rearrange scenes in shooting order.
	People	Enter actors, crew, vendors. Attach actors to characters.
	Locations	Enter locations, attach them to breakdown sheets, import pics and maps.
	Calendar	Set-up meetings and rehearsal sessions.
	Budget	Load and create budgets.
	Accounting	Track expenses against a budget.
	Profits	Create profit set-up scenarios.
	Projects	Manage all your projects. Save and Load schedule and budget files.

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.



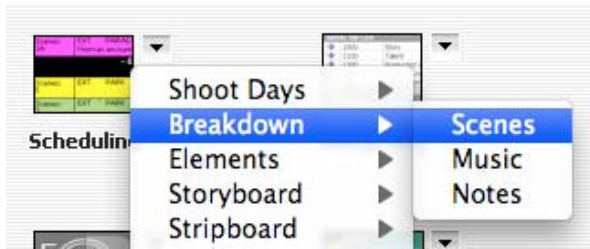
The selections for Shoot Days are:

- Phase
- Calendar

## General

- Cast Call Times
- Crew Call Times
- Notes
- Call Sheet
- Daily Production Report

In the example above, the current screen is the Phase Screen. We know this because the Phase tab is greyed-out.

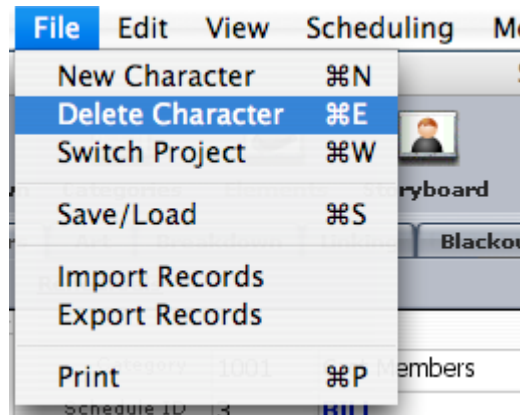


Sometimes these screens can be accessed directly from the Main Menu.

For example, by clicking **Breakdown** on the Main Menu, there is an option to navigate directly to **Scenes**.

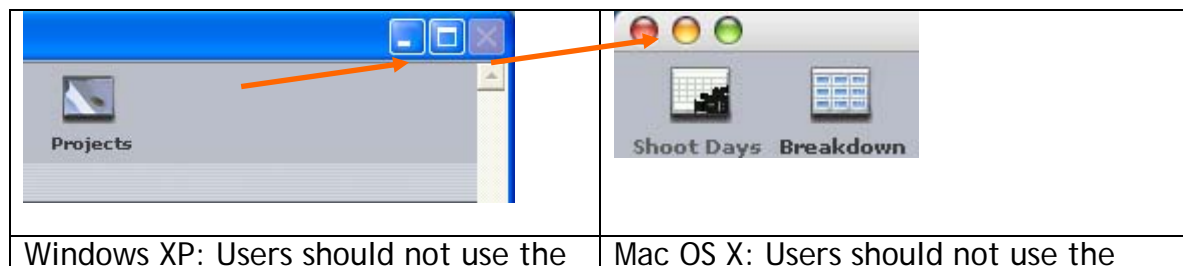
## Gorilla Menus and Keyboard Shortcuts

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 shortcut associated with them. In the example to the right, command-E is another way to choose Delete Character.



## Closing and Minimizing Windows

When navigating through the program, *do not minimize Windows using the Minimize button.*

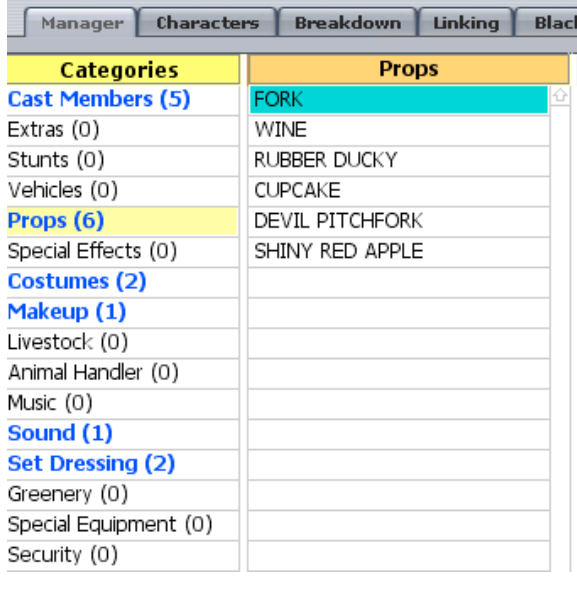


minimize buttons on any screen.	minimize buttons on any screen.
---------------------------------	---------------------------------

To navigate through the screens, use the buttons on the Toolbar or use the pull-down menu's under the Module menu.

**Navigating Through Records**

To navigate from one record to the next, use the Portal Navigation windows on the left-hand side of the screen.

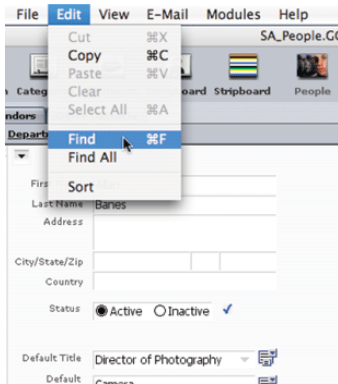
	<p>You will find the Portal Navigation window in most of the modules that require moving around to different records, such as Elements, Actors, Crew, Vendors, Locations, and Film Festivals.</p>
--	---

Another way to move around records is to use the navigational buttons on the lower right-hand side of the screen. Navigational arrows are found in the the Breakdown Sheets screens, the People screens and the Film Festival module.



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

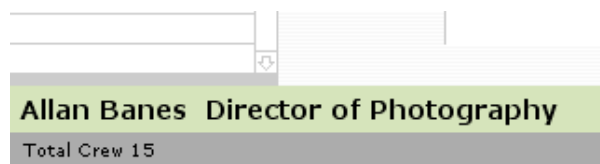
## General



Alternatively, to expand the found set to all records, select **Find All** from **Edit** menu.

### Found Set of Records

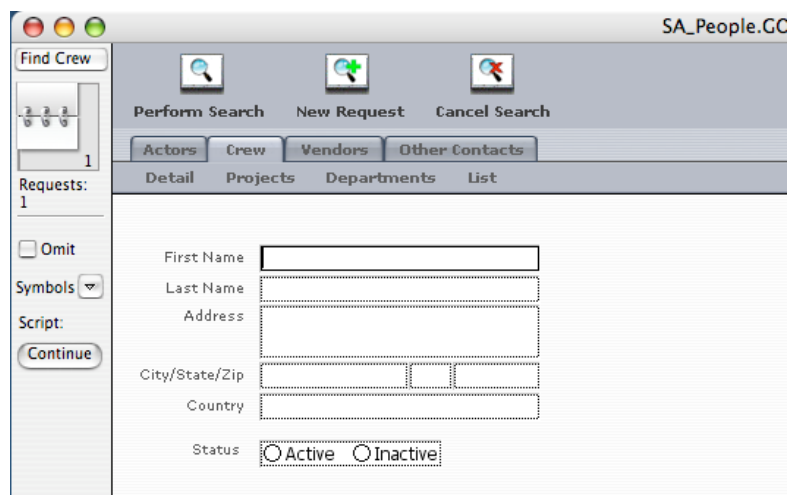
On most screens, the Record Count shows how many records are in the found set.



**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 4.1-3 Switching Project).

### Finding Records

To search for a group of records, select **Find** from **Edit** menu. 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 or 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 be used to specify more exact search criteria, such as greater than, less than, range, etc.

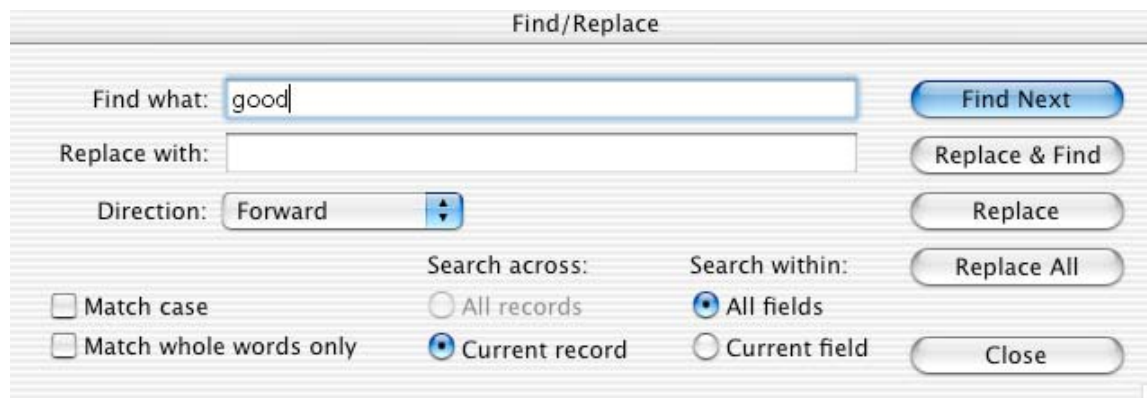
For example, to search for numbers in the range of 5 to 15, enter **5...15** in the search field.

## General

### 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 the Find command from the Edit menu.



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.



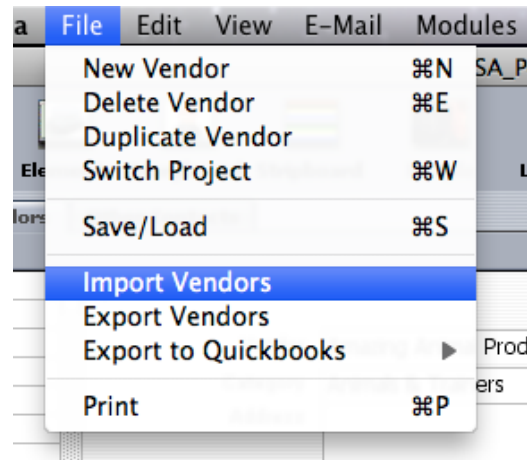
Options in the Find/Replace Window	
Select	To
Replace & Find	Replace the next occurrence of the contents of the Find What Field with the contents of the Replace With Field, and then find the next occurrence.
Replace	Replace the next occurrence of the contents of the Find What Field with the contents 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, select `Print` from the `File` menu and click the desired report. Gorilla can print over 80 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.

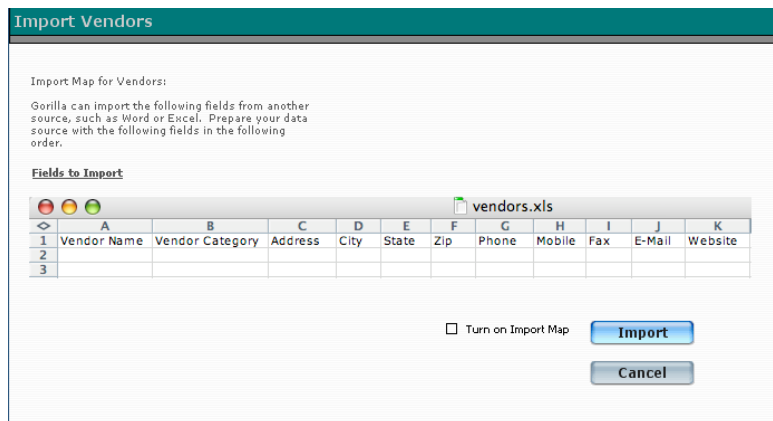


### Importing

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 Vendor Import Map:

## General



When importing, you can Turn on Import Map which will show you where to match up each field that is coming in from your Excel file.

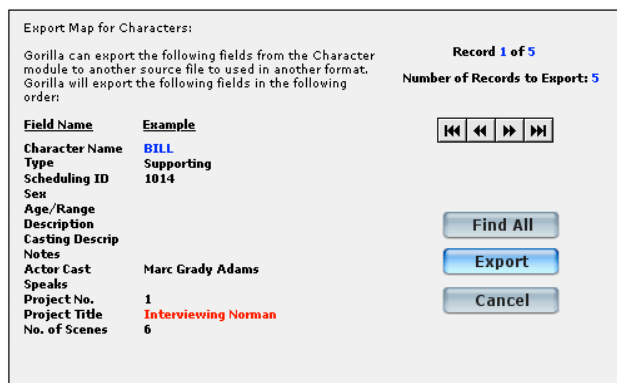


**Important Note:** Windows users of Microsoft Excel must save files in the .slk format before importing.

## 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.

## 2.5 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 8.9 Saving/Loading Schedule and Section 9.8 Exporting Budgets

### 2.5-1 Export Account or Detail Line Items

There are two options when exporting your budget. You can export the account level or the detail level line items. This is useful if you want to export your budget for import into Excel.

### 2.5-2 Export to Excel

Gorilla comes with three budget exports formatting to be opened in Excel. To export your budget to Excel, do the following:

From the File menu, select Export Budget, then Export to Excel, then choose either Topsheet, Accounts or Detail.

The following report will appear.

If you click on the Export button, you can export this data to a tab-separated text file for import into Excel.

Export			
<u>Sort</u>	<u>Acct#</u>	<u>Description</u>	<u>Total</u>
0	Acct #	Description	Total
1	1000	Story	500
2	1100	Talent	1225
3	1200	Production Personnel	150
4		TOTAL ABOVE-THE-LINE	1875
5	1300	Travel & Location	0
6	1400	Field Equipment	400
7	1500	Studio Rental	0
8	1600	Rawstock & Labs	700
9		TOTAL PRODUCTION	1100
10	1700	Narration Recording	0
11	1800	Sound & Music	0
12	1900	Titles & Opticals	0
13	2000	Editing & Finishing	1000
14		TOTAL POST PRODUCTION	1000

### 2.5-3 Export to Quickbooks

Gorilla has 4 ways to export information to Quickbooks. From the Budget module you can export Accounts and Items.

## General

To do this, from the File menu select **Export** to Quickbooks and then choose either **Account** or **Item**.

In Quickbooks you will need to map the proper fields to the Quickbooks fields.

Export Map for Import into Quickbooks  
Project: **Interviewing Norman**

Gorilla can export the following fields from the Budget module to another source file to be used in another format. Gorilla will export the following fields in the following order:

Export ACCOUNT Fields		
	Quickbooks Field Name	Will Export
1	Account Type <b>(Required)</b>	✓
2	Account Number	✓
3	Account Name <b>(Required)</b>	✓
4	Description	
5	Bank Acct. No./Card No./Note	
6	Opening Balance	
7	As Of (Date)	
8	Remind Me To Order Checks	
9	Track Reimbursed Expenses	
10	Income Account for Reimbursement	
11	Is Inactive	
12	Tax Line	

**QuickBooks**  
Quickbooks is a registered trademark of Intuit, Inc. Jungle Software has no affiliation with Quickbooks or Intuit.

Number of Records to Export: **72**

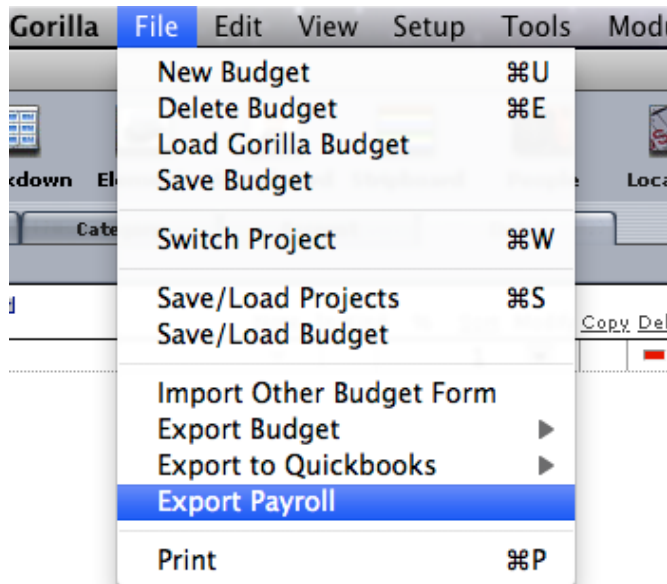
**Export**

**Done**

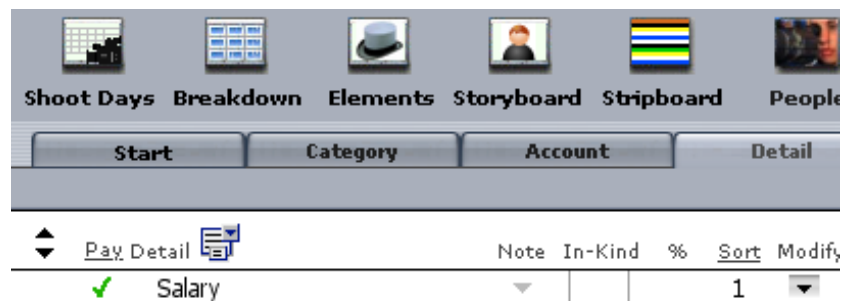
### 2.5-4 Export Payroll

In the detail level of the budget, you can export only your payroll line items for import into a payroll program.

To do this select **Export Payroll** from the **File** menu.



This will export only the detail line items that have been tagged as Payroll items as shown below:



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.

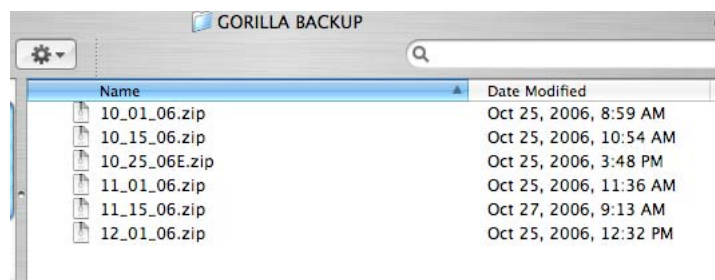


**Important Note:** Do not keep multiple copies of a Gorilla folder on the same hard drive. This is because the Gorilla application might open a file in another Gorilla folder and the data would be read from the wrong place. To save (or archive) a Gorilla folder for back-up, follow the recommended backup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

Also, do not copy any .GOR files from one Gorilla Folder to another! This is not how you copy characters, for example, from one Gorilla Folder to another.

## General

To create a backup of a Gorilla folder on a hard drive, we recommend using the OS's built-in compression utility. 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.

## 2.6 System/FileMaker Extensions Folder

In the Gorilla Program 4.0 folder, there is a System Folder (Windows) or a FileMaker Extensions Folder (Macintosh). Inside this folder are plug-ins and dictionary files that are required to run Gorilla.

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

## 2.7 Recovering Corrupted Files

If your computer crashes for any reason while Gorilla files are open, Gorilla might get corrupted. Gorilla can usually repair a corrupted file on its own. Gorilla will display the message `This file was not closed properly.` If in the rare case the file cannot open, the file needs to be recovered using the Updater/Recovery Program, which can be downloaded from the Downloads page on our website ([www.junglesoftware.com](http://www.junglesoftware.com)).

If you own FileMaker Pro version 6.0, 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 and have trouble with the Updater/Recovery Program, 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](mailto: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.

### 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. From the View menu, select Preferences.
2. Select the Security tab.
3. On the Security Screen, select New User from the File menu.

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, you have three choices:

1. You can remove the Gorilla Folder and reinstall Gorilla from scratch. Always go to our website and download the latest update. After installation you can load your schedule and budget files *as long as you saved them to a .grs (schedule) or .grb (budget) file.*
2. You can remove the Gorilla Folder and reinstall Gorilla from scratch, but if you do not have your schedule and budget files saved you will have to redo them.
3. You can contact Jungle Software and purchase an unlocking code for \$10US, which will display your password for you on your screen.

### Disabling Password Login

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

1. From the View menu, select Preferences.
2. Select the Security tab..
3. Click Disable Login.



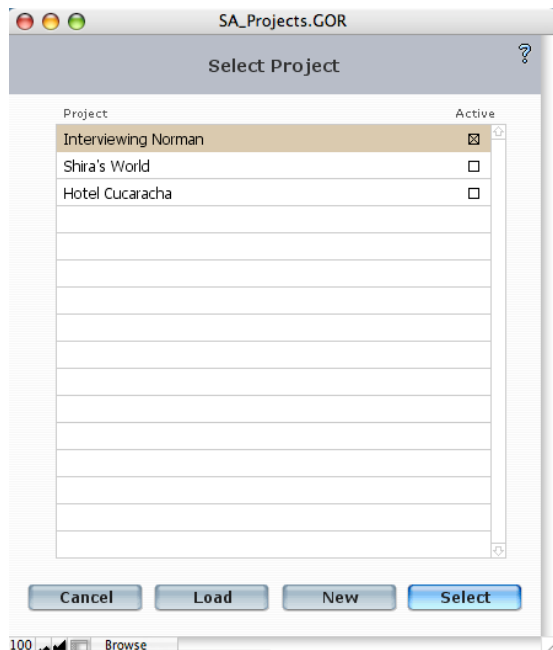
## 4. Projects

### 4.1 Overview

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

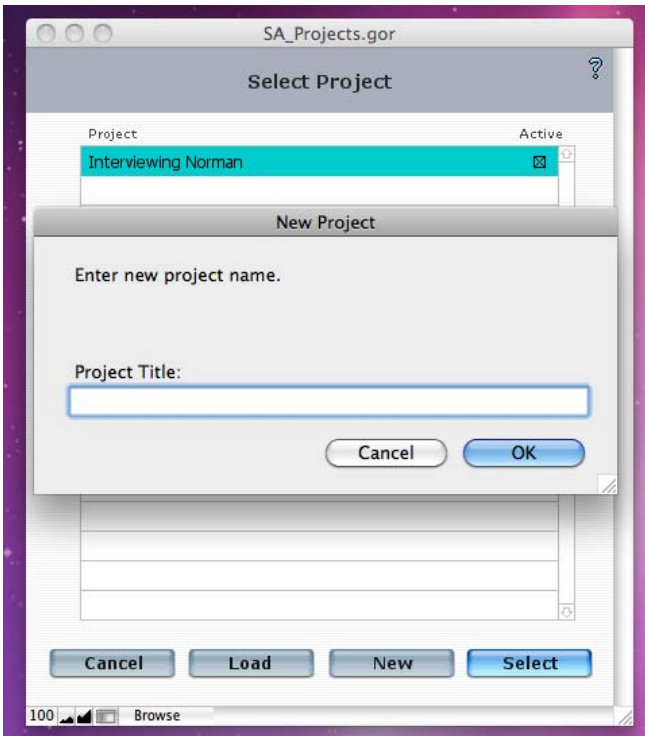
#### 4.1-1 Creating a Project

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.



### The Project Screen

<p>More details about your project can be entered on the Project Screen, which can be accessed from the Main Menu by selecting the Project Management button and then selecting Story.</p>	
--	--

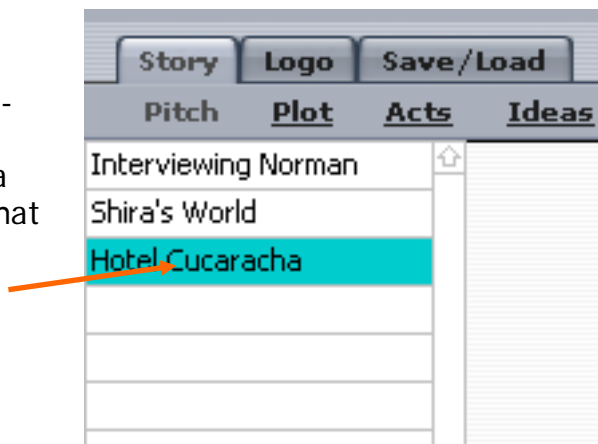
The following table explains the different fields on the Project Screen.

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

Fields on the Project Screen	
Field	Description
	in this field will print out on synopsis reports.
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.
Pitch	This is a place for the one-line pitch.
Treatment	A short description of the project, usually a few lines long.

#### 4.1-2 Activating a Project

In order to make a project active, select the project in the portal navigational window on the far left-hand side of the screen. Notice checkmarks will appear if there is a schedule or a budget attached to that project.

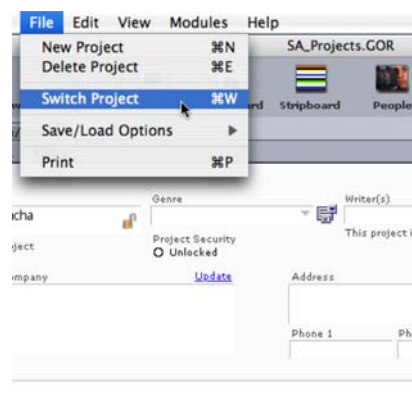


It may take Gorilla several seconds to activate the project.

#### 4.1-3 Switching Projects

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

The Select Project Screen will appear.




#### 4.1-4 Displaying a Logo on Reports

A logo can replace the company name and address on the header of reports. To select a logo, do the following:

1. From the Projects screen, select the Logo tab.



2. Click  Import Logo .
3. Select the Use Logo as Header for Reports checkbox to see how the logo will look.

#### Changing Project Highlight Color

The project highlight color can also be changed on this screen. To do so, click one of the preset colors:



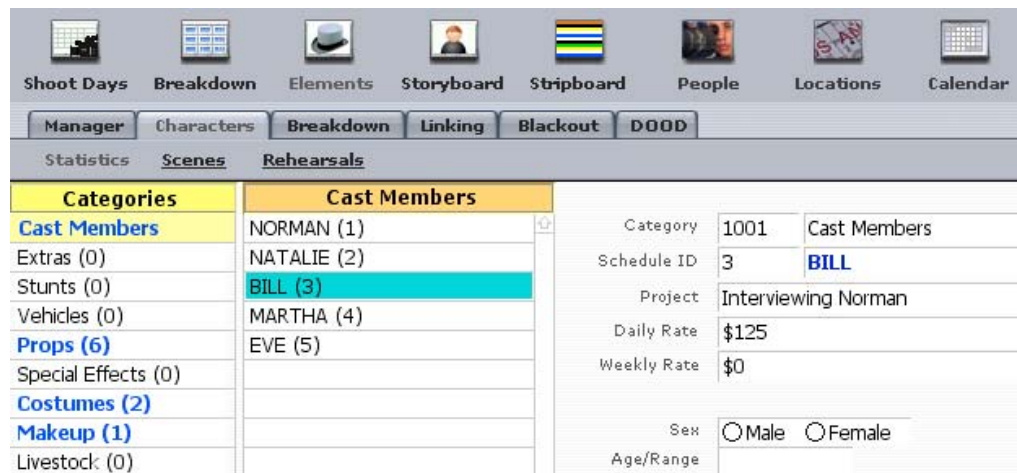
## 5. Characters

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®.

### 5.1 Entering Characters Manually

Characters is part of the Elements module. To access characters for your projects, select the **Elements** button on the Toolbar, and then select the **Characters** tab, while in the Scheduling section.



Screens in the Characters Module	
Selection	Fields
Statistics	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

### 5.1-1 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.

### 5.1-2 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 8 Scheduling for more information on how to do this.

### 5.1-3 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 7 Calendar for more information on how to do this.

## 5.2 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.

### 5.2-1 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, Final Draft 7 with Tagger or Final Draft 8 with Tagger 2. 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.*

## 5.2-2 Exporting the Data

Next, export the information from the screenplay.

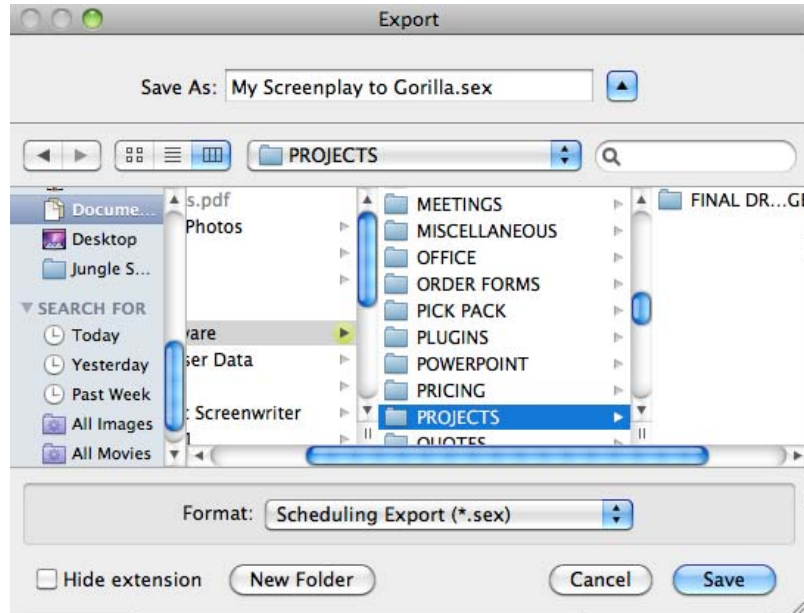
### Final Draft

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

1. Final Draft Without Tagger (Final Draft v8.0. Earlier versions might be different)

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 `Export...` In the format dialog box, select `Movie Magic`.






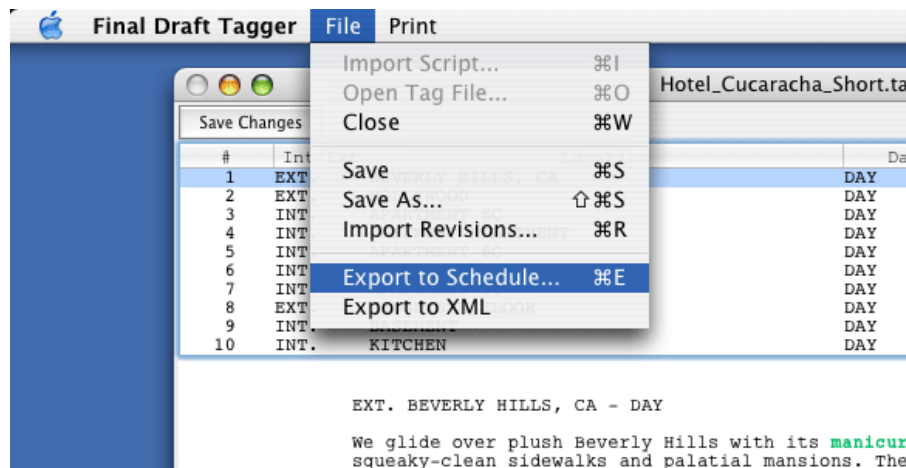
This will save a file with the .sex extension.

## 2. Final Draft 7 or 8 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.

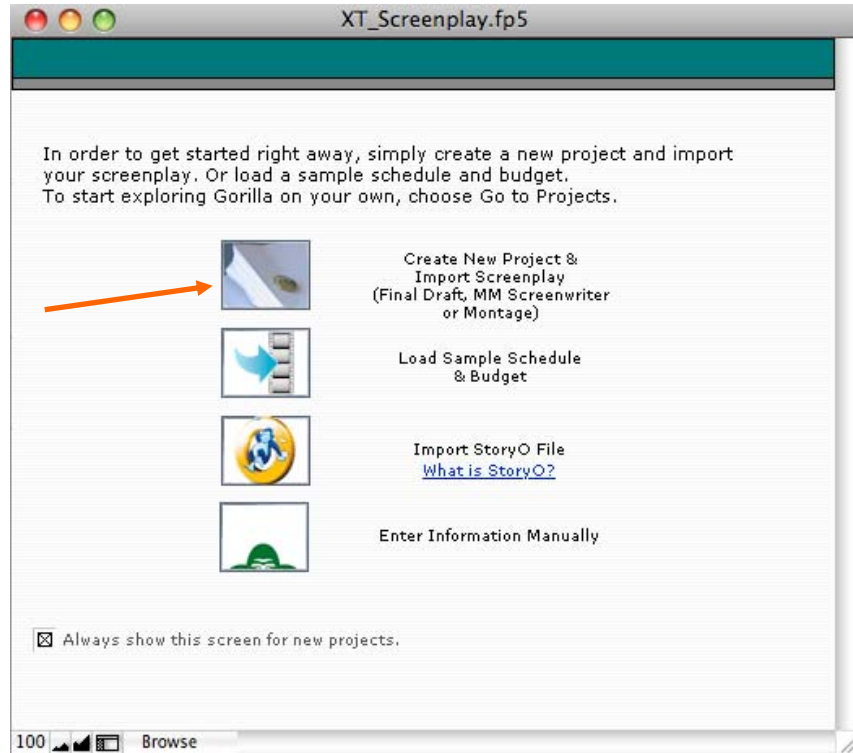


This will save a file with the .SEX extension.

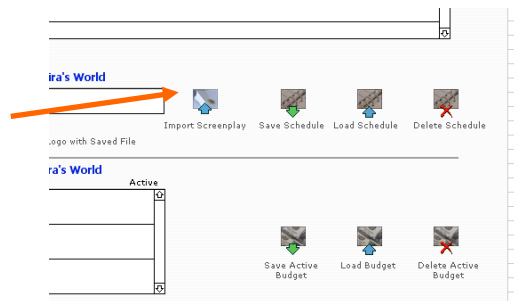
The export file is now ready for import into Gorilla.

### 5.2-3 Importing Screenplay Information into Gorilla

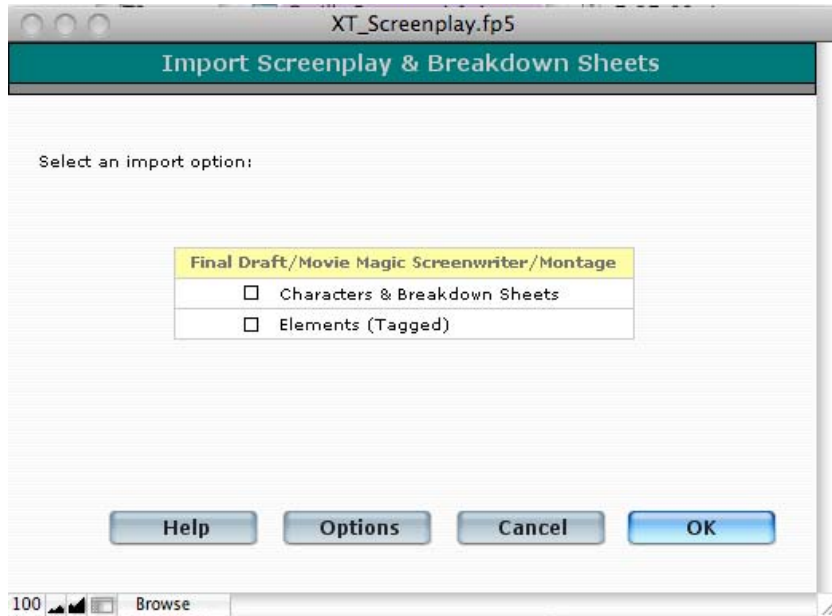
If there are no breakdown sheets or characters present, Gorilla will automatically display a prompt to begin the import process.



Another way to begin the import process is to select Import Screenplay on the Save/Load screen which is in the Projects module .



After selecting the Import Screenplay option, the following screen will appear:



**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	
<input type="checkbox"/>	Separate characters tagged with (O.S.) from non-tagged characters.
<input type="checkbox"/>	Separate characters tagged with (V.O.) from non-tagged characters.
<input type="checkbox"/>	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.)

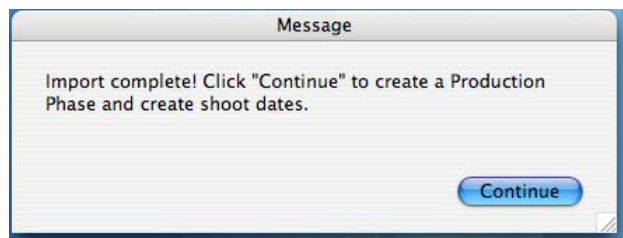
In this example, Bill will be broken down on the breakdown sheets following that naming convention. This might make it clear when Bill is actually needed for that shoot day, or if Bill is only needed for voice over work, which usually is done in post-production.

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

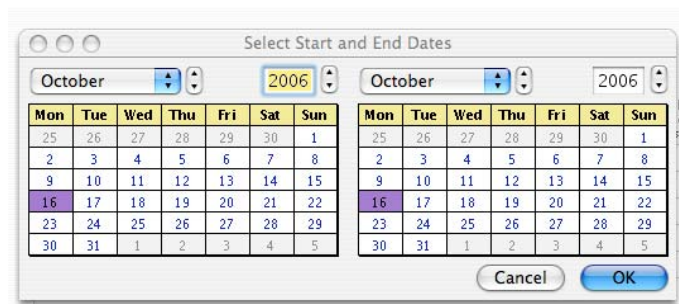
**Importing Characters**

Click OK to begin importing the screenplay.

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

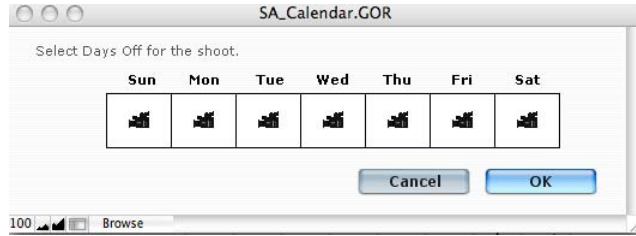


Click OK to create shoot dates for this project. You will see the following screen:

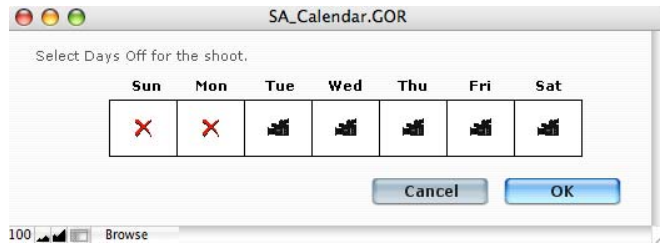


Select a start date from the left calendar and an end date from the right calendar.

After your shoot dates are created, specify the Days Off for your shoot.



To do this, select one or more days from the Days Off calendar. When you specify an Off Day, that day will be represented with a red “X”. In the example below, all Sundays and Mondays are specified as Off Days.



### 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)

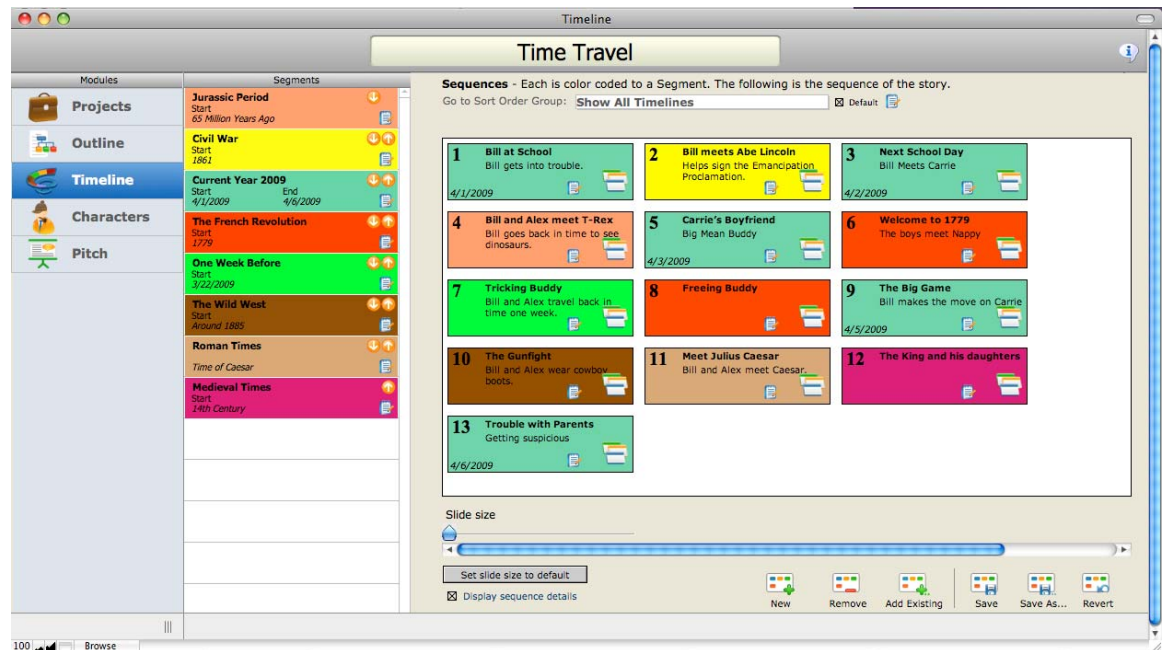
To fix this problem, “Moments Later” will have to be manually changed to a time of day.

### 5.2-4 Importing a StoryO File into Gorilla

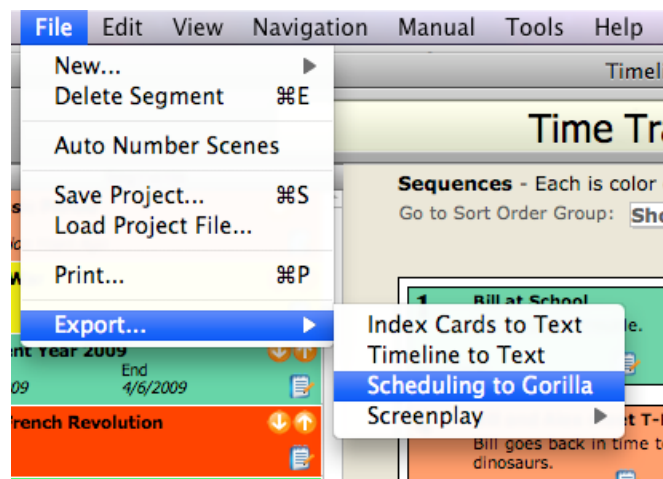
Upon creating a new project you also have the option of importing a StoryO file. To export a file from StoryO in order for import into Gorilla, follow the following steps:

1. Open StoryO and open the project you want to export.

- Go to the Timeline module.

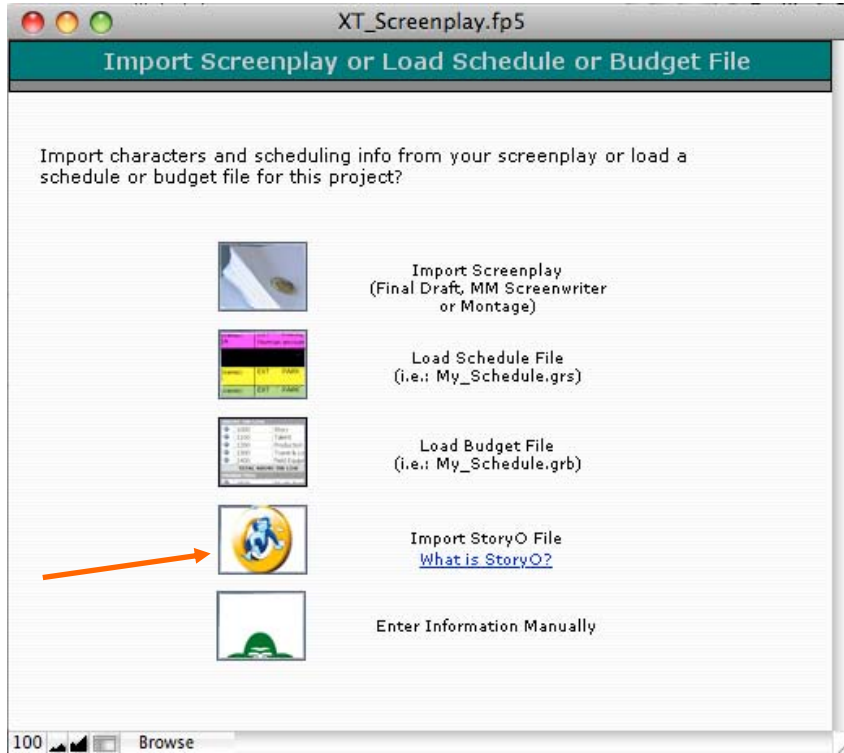


- From the File menu select Export... and select the Scheduling to Gorilla option.



- This will export a .tab file.
- Open Gorilla (must be version 4.6 or above) and create a new project.

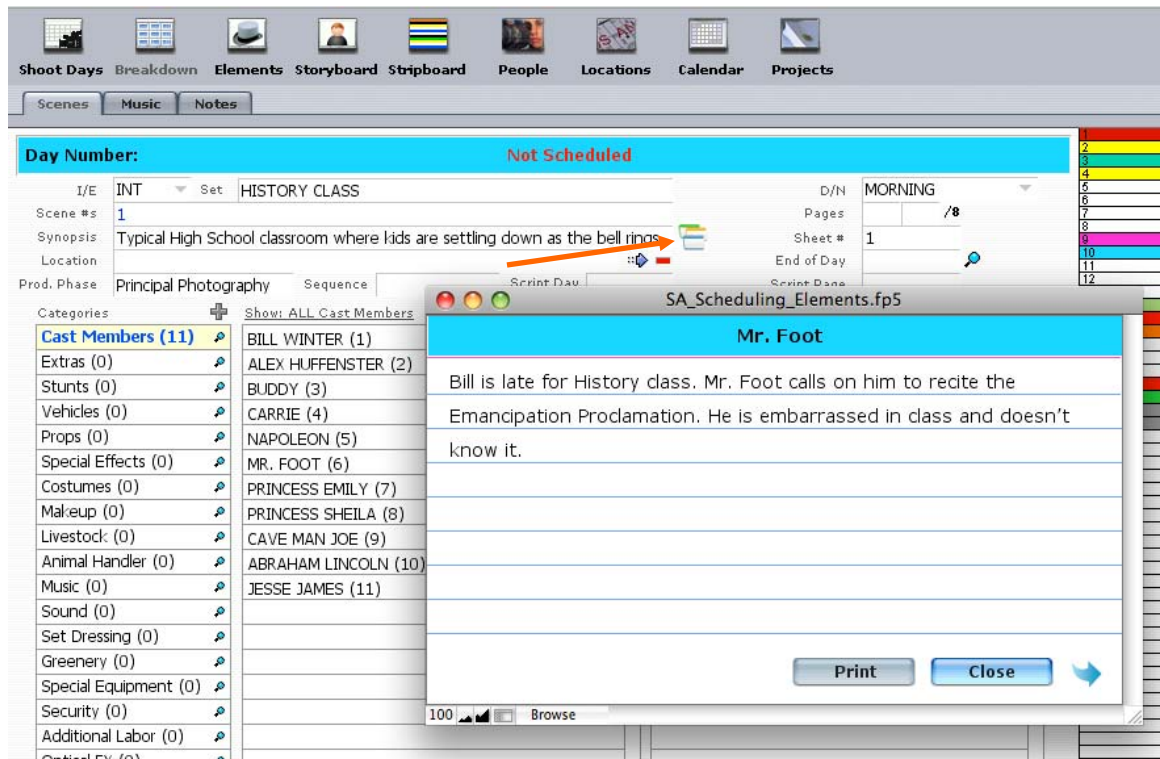
6. When prompted, select the StoryO option.



7. Find the .tab file and open it.
8. You will be prompted to create shoot days for this project. When finished, go to the Breakdown module and you will see your StoryO project converted to breakdown sheets.

In order to view your index cards that were imported from StoryO, select the small Index Card button next to the Synopsis line:





For more information, see the chapter on Index Cards in Chapter 8, Scheduling.

## 5.2-5 Combining Character Names

Sometimes when importing a screenplay, a single character will come into the schedule with multiple character names. This is because the writer might have written different names for the same character throughout the screenplay. For example, a character that is mostly named: BOB, can be written as ROBERT or BOBBY in some scenes. If this occurs, then multiple Gorilla will read each as a different character and import them as 3 different characters.

To remedy this, you can use the Combine Character feature. Go to the Elements module and select the Character tab. Find the primary character, for example: BOB and then select Combine Characters from the Scheduling pull-down menu.

Select the secondary character, for example: BOBBY. This will combine the two characters together, eliminating the secondary character, but moving all the secondary character's breakdown sheets to the primary character.

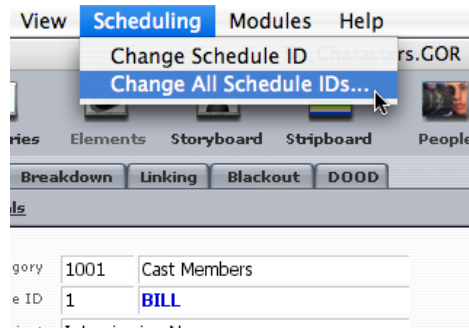
## 5.3 Changing Schedule ID's

Gorilla imports your screenplay and numbers the Schedule ID's in alphabetical order. You can renumber your Schedule ID's in order of occurrence. So, for

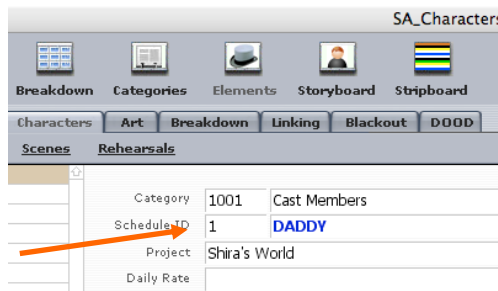
example, a lead character (the one who has the most scenes), will automatically be given the ID: 1.

To automatically change Schedule ID's in order of occurrence:

3. Click the **Elements** button on the Toolbar and click the **Characters** tab.
4. From the **Scheduling** menu, select **Change All Schedule IDs...**



However, you can change the Schedule ID for any character at any time. To this:

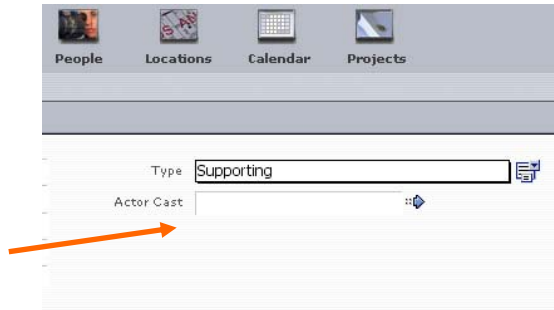


1. Click the **Elements** button on the Toolbar and click the **Characters** tab.
2. Click the scheduling ID for a character.
3. The **Modify Scheduling ID** Screen will appear. On the left-hand column, click the appropriate character.
4. Type a new number in the **New Scheduling ID** Field.
5. Click **Convert**.
6. Click **Done**.

## 5.4 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 the **Actor Cast** field on the Characters screen.



2. 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.

### 5.4-1 Removing Actors From Characters

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

1. Go to the Characters screen by clicking the **Elements** button and then the **Characters** tab.
2. Click the actor's name next to the desired role.
3. Click **Remove**.

### 5.4-2 Recasting a Character

To recast an actor, do the following:

Go to the Characters screen.

4. Click the actor's name next to the desired role.
5. Click **Recast**.
6. Select or create a new actor.

## 5.5 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. Go to the Characters screen.
2. Click the `Statistics` 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 9.3-7 Smart Entry.

## 5.6 Character Reports

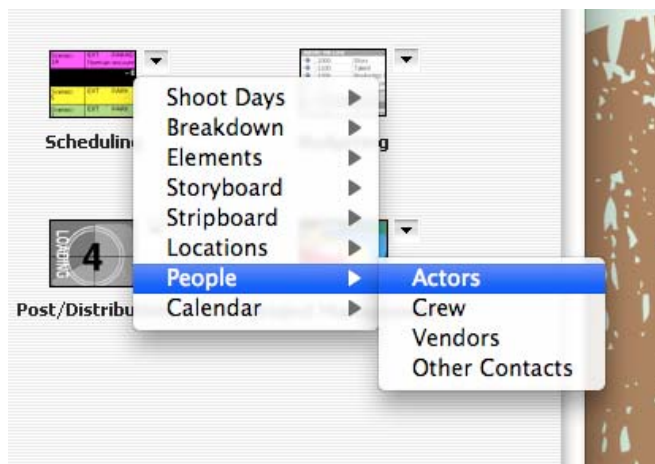
All reports for the Character Module can be accessed by selecting `Print` from the File Menu on the Command Bar. The Character reports are:

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

## 6. Contacts

### 6.1 Actors

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



#### 6.1-1 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

## Contacts

### 6.1-2 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 `Projects` 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!)

Project	Character
▼ Interviewing Norman	NATALIE
▼ Interviewing Norman	EVE

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

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`.

Project	Character
▲ Interviewing Norman	NATALIE

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`.

### 6.1-3 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.

### 6.1-4 Deleting Actor Records


To delete an actor, 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.*

### 6.1-5 Adding a Clip


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

1. To access the Actors Screen, click the `Scheduling` arrow on the `Main` Menu, and then `People` and then click `Actors`.
2. Click the `Clip` button.
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.*

### 6.1-6 Deleting a Clip

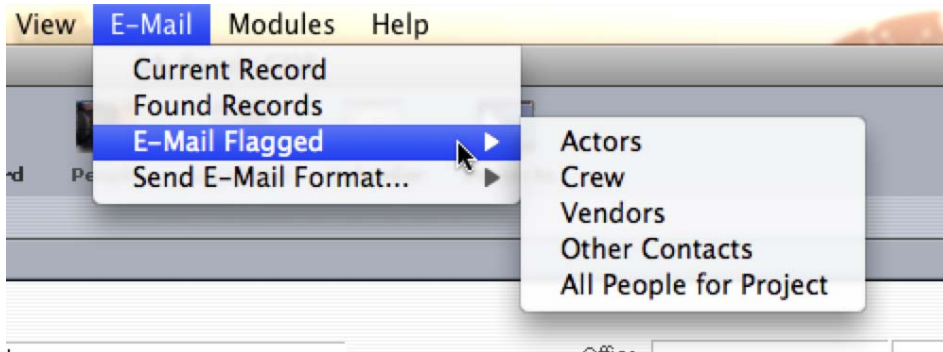
To delete a clip, click  `Delete Clip`. This will delete the reference. The original file will still exist on the user's hard drive.

### 6.1-7 E-Mail Actors

In the `People` module, you can automatically open up your E-mail application and send an e-mail to any of your cast, crew, vendors or other contacts.

To do this, go to the `People` module, select either the `Actors`, `Crew`, `Vendors` or `Contacts` tab, and then select one of the e-mail selections under the `E-Mail` menu.

## Contacts

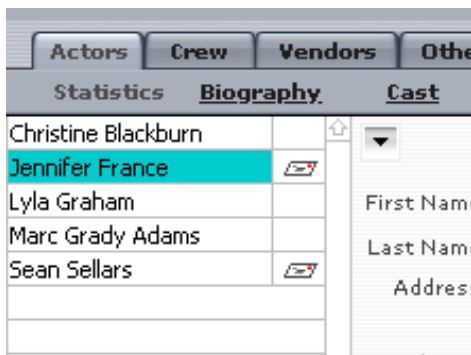


This will open your default E-mail application (Outlook, Entourage, etc.) and place the e-mail address(es) of the selected actors in the Send To: field. Make sure that your actors have e-mail addresses attached to their records.

**Current Record:** If you select this option, your e-mail application will open and the current record's e-mail will be inserted in the To: field.

**Found Records:** If you select this option, your e-mail application will open and all the currently found records e-mail addresses will be inserted in the To: field.

**E-Mail Flagged:** This powerful feature allows you to automatically fill the To: field in your e-mail application with all the flagged records which are specified in the group.



Notice in the above example that the records *Jennifer France* and *Sean Sellars* have an e-mail icon to the right of their name. If you select **E-Mail Flagged** and then **Actors** from the sub-menu, then these two record e-mail addresses' will automatically be entered in the To: field of your e-mail application.

You can also select **All People for Project** which will automatically fill the To: field with all flagged records in all 4 tabs (Actors, Crew, Vendors, and Other Contacts).




### 6.1-8 Actor Representation

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

The screenshot shows a form titled "AGENT" with the following fields:

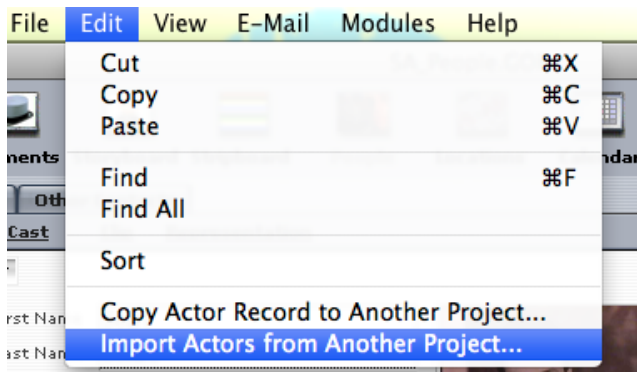
- Name: Lou "Diamond" Bossonova (with a dropdown arrow and a list icon)
- Address: 12 Magical Way, #12, Encino, CA 91316
- Phone 1: 818-555-1234
- Phone 2: (empty)

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 the report: Representation in the Reports screen.

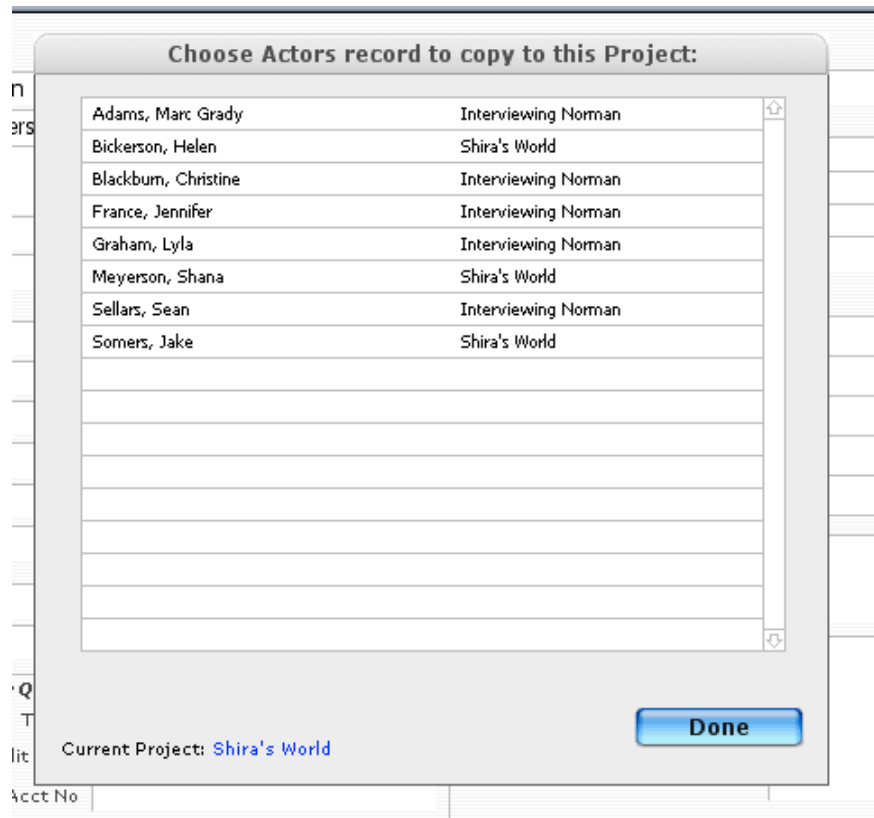
### 6.1-9 Copy Actors from one Project to Another

If you created actors in one project and want to copy that actor to another project, select Import Actor from Another Project from the Edit menu.



You will see the a screen which will display all actors for all loaded projects:

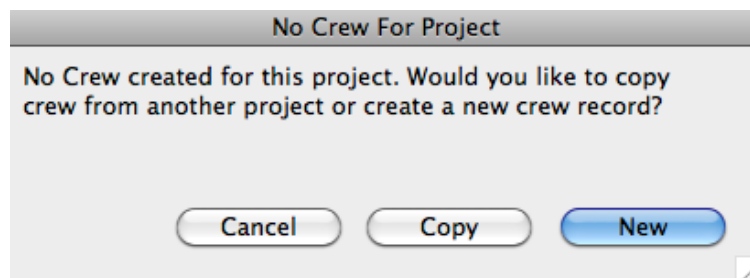
## Contacts



Select the actor(s) you want to copy and they will appear in your current project. If you modify anything in that actor record it will not modify it in the project you copied the actor from.

## 6.2 Crew

When entering the People module for the first time for a new project, you will be asked if you want to create a new crew member or copy crew from another loaded project.



If you select the **New** button, you will be prompted to enter the following information:

Enter a name and select a crew title from the available list of titles. You can always create new titles (See Section 6.2-2 Creating Titles.).

The next screen will look like this:

Legend for above:

1. Displays the Default Crew Title: 1<sup>st</sup> Assistant Director
2. Displays the attached Default Crew Department: Production
3. Displays the Title(s) and Department(s) for the current project. You can have more than one title and department for each crew member.

## Contacts


4. Clicking on the grey plus button allows you to attach this crew member to a different title and department, so that a crew member can have multiple roles in a production.

### 6.2-1 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 6.2-2 Creating Titles.)

When attaching a title to a crew member the corresponding crew department will automatically be attached to that crew title. For example, the crew title: Director of Photography is automatically attached to the crew department: Camera.

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.

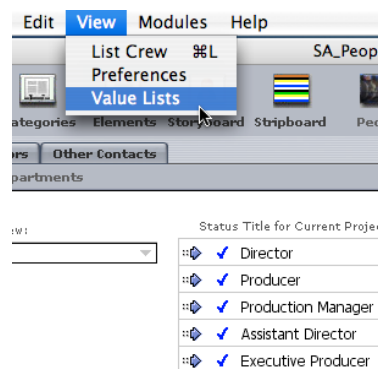
These department names can be changed by clicking Value List . These values can neither be deleted, nor are more than 26 values allowed.





**Important Note:** Changing the name of the department will affect the Create Default Crew option.

### 6.2-2 Creating Titles

Create new crew titles by altering the Value Lists. To do this, select Value Lists from the View menu. 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.

*Create Default Crew option.*

### 6.2-3 Multiple Positions for Crew Members

When you create a crew member that crew member is automatically attached to the current project. However, sometimes a person is responsible for more than one duty on a project. For example, a Sound Mixer can also be the Boom Operator. In the example below, the person Jim Holman has a default title of Sound Mixer, but he is also a Boom Operator for the current project.

The screenshot displays a software interface for managing contacts. At the top, there are tabs for 'Actors', 'Crew', 'Vendors', and 'Other Contacts'. Below these are sub-tabs for 'Detail', 'Rates/Unions', and 'Departments'. A list of crew members is shown on the left, with 'Sound Mixer/Barry' highlighted. The main area contains a form for Barry Mickelson with fields for First Name, Last Name, Address, City/State/Zip, Country, Status (Active/Inactive), and Default Title (Sound Mixer). On the right, there are fields for Office, Home, Mobile, Fax, E-Mail, Web Site, SS#, and Default Department (SOL). At the bottom, a table titled 'Positions for Barry Mickelson for project: Interviewing Norman' lists two positions: 'Sound Mixer' and 'Boom Operator', both assigned to the 'Sound' department.

Positions for Barry Mickelson for project: Interviewing Norman	
Title	Department
Sound Mixer	Sound
Boom Operator	Sound

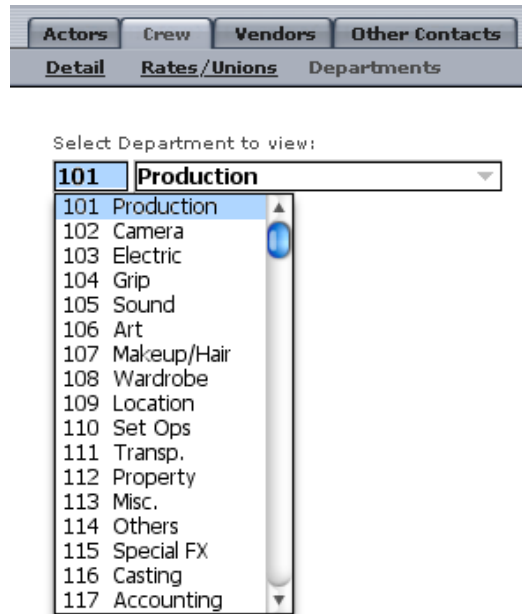
You can add as many positions to a crew member as you want and give them a different title and department.

## Contacts

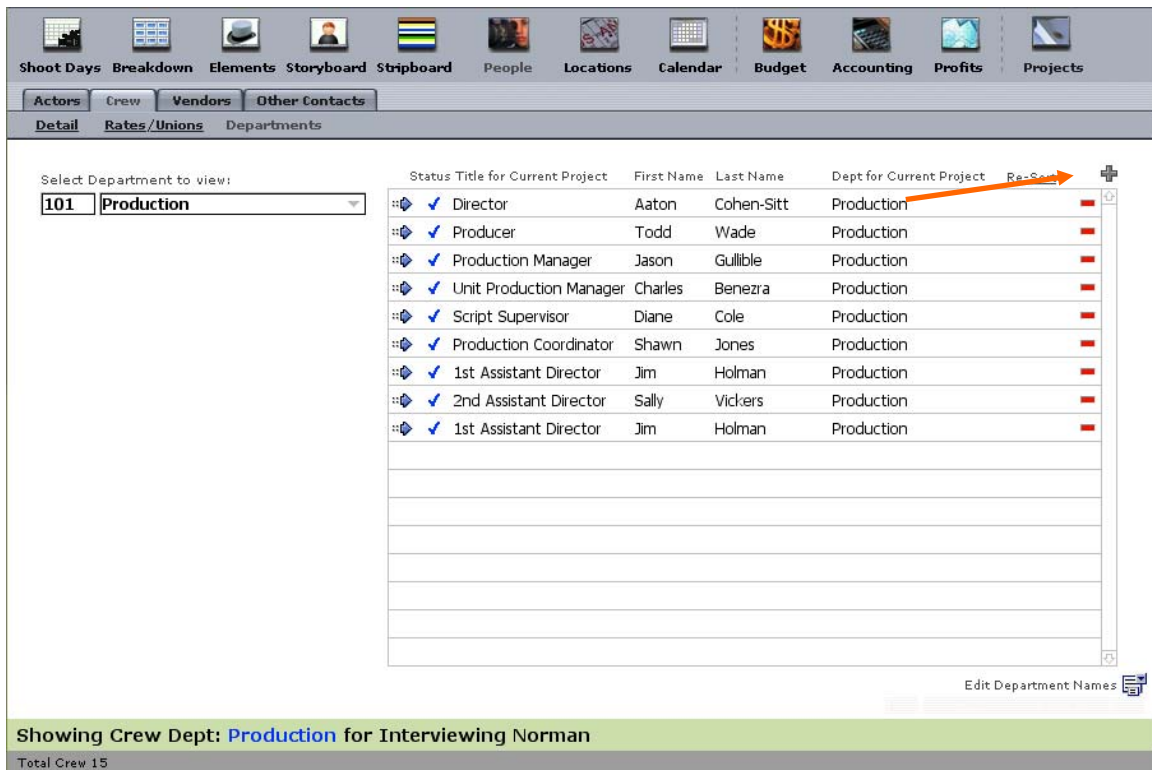
### 6.3 Crew Departments

The Departments menu 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 this feature, go to the *Crew* tab, and then select *Departments*.

All 26 crew departments are available to you by selecting the pull-down menu on the left-side of the screen.



By selecting a department, you will see all the crew attached to that department for the current project.



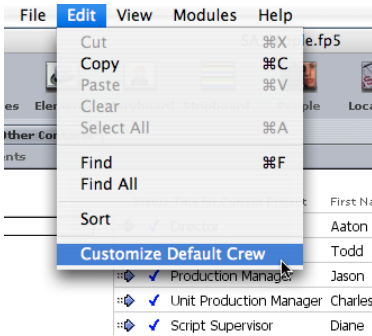
To create a basic crew for a particular department, click **Create Default X Crew** located on the top right-hand side of the screen, where the “X” represents the current department. Depending on which crew button is selected, Gorilla will create a default crew and attach these new crew members to the current project.

### 6.3-1 Customizing the Default Departments

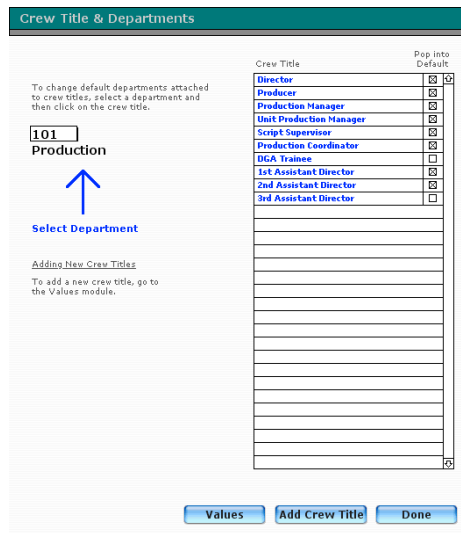
The Default Crew Departments contains positions typical to feature film crews in the United States. It may be necessary to customize the Crew Wizard to reflect the needs of another country or another medium.


1. Select the **Crew** tab from the **People** screen.
2. Select **Departments**.
3. From the **Edit** menu, select **Customize Default Crew**.

## Contacts



4. Select the crew department you want to modify default titles for.



5. Select which of the existing titles the department 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.

## 6.4 Crew Reports & Profit Sharing

### 6.4-1 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, from the View menu, select Preferences. Select the Crew tab.

Here you will find 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:

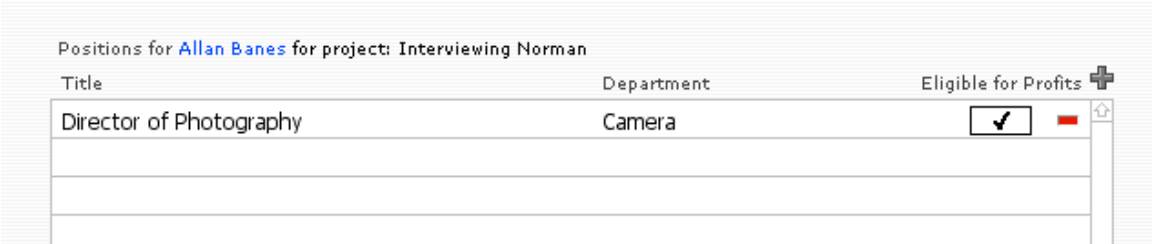
1. Go to the Departments screen.
2. In the Re-Sort column, specify a number. If a field is empty, the corresponding record will sort to the top of the list.



**6.4-2 Profit Sharing**

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

1. Click the Projects button.
2. In the Positions window, click the Eligible for Profits checkbox.



Now this crew member is eligible for profit sharing. To learn more about profit sharing, see Section 10 Distribution of Profits.

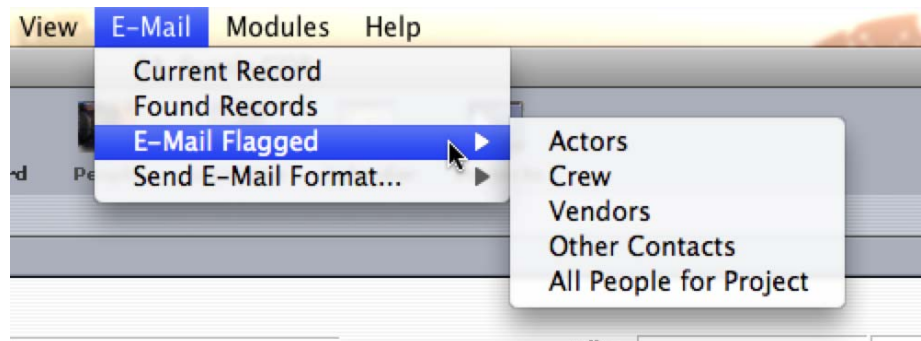
3. select the correct department.

## 6.5 E-Mail

### 6.5-1 E-Mail Crew

In the People module, you can automatically open up your E-mail application and send an e-mail to any of your cast, crew, vendors or other contacts.

To do this, go to the People module, select either the Actors, Crew, Vendors or Contacts tab, and then select one of the e-mail selections under the E-Mail menu.

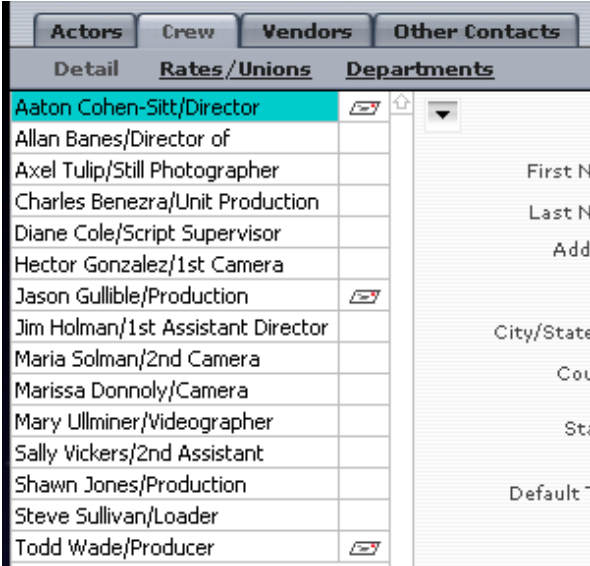


This will open your default E-mail application (Outlook, Entourage, etc.) and place the e-mail address(es) of the selected actors in the Send To: field. Make sure that your actors have e-mail addresses attached to their records.

**Current Record:** If you select this option, your e-mail application will open and the current record's e-mail will be inserted in the To: field.

**Found Records:** If you select this option, your e-mail application will open and all the currently found records e-mail addresses will be inserted in the To: field.

**E-Mail Flagged:** This powerful feature allows you to automatically fill the To: field in your e-mail application with all the flagged records which are specified in the group.



Notice in the above example that the records *Aaton Cohen-Sitt*, *Jason Gullible* and *Todd Wade* have an e-mail icon to the right of their name. If you select **E-Mail Flagged** and then **Crew** from the sub-menu, then these two records e-mail addresses will automatically be entered in the **To:** field of your e-mail application.

You can also select **All People for Project** which will automatically fill the **To:** field with all flagged records in all 4 tabs (**Actors**, **Crew**, **Vendors**, and **Other Contacts**).

4. select the correct department.

## 6.6 Importing, Exporting & Copying Crew

### 6.6-1 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:

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Address	City	State	Zip	Title	Phone	Mobile	Fax	E-Mail	Website
2												
3												

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 Crew** from the **File Menu**.

## Contacts

2. Select the type of file from the Show Available pop-down menu.
3. Locate the file to import.
4. Click Import.
5. Attach the new crew members the appropriate projects.

### 6.6-2 Exporting Crew Members

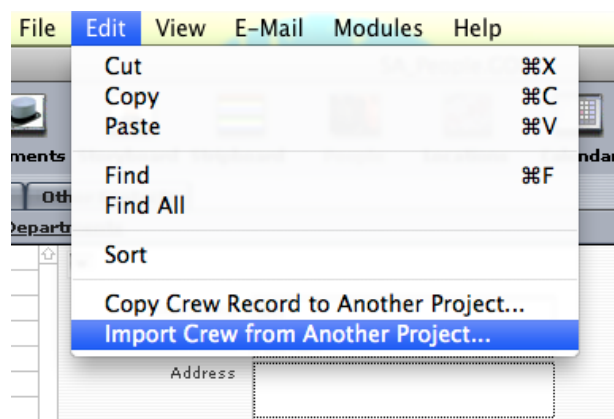
To export crew members, click Export Crew.

Gorilla can export the crew data the following ways:

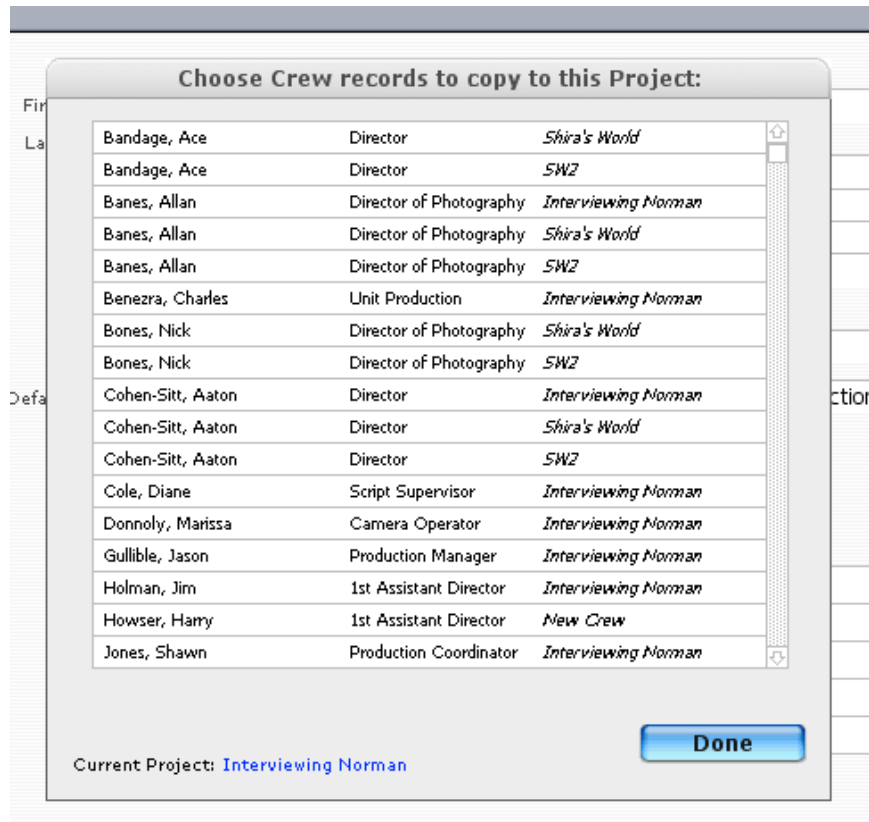
- Tab-Separated Text
- Comma-Separated Text
- SYLK
- DBF
- DIF
- WKS
- BASIC
- Merge
- HTML Table
- FileMaker Pro
- XML

### 6.6-3 Copy Crew from one Project to Another

If you created crew in one project and want to copy that crew to another project, select Import Crew from Another Project from the Edit menu.



You will see the a screen which will display all crew for all loaded projects:



Select the crew member(s) you want to copy and they will appear in your current project. If you modify anything in that crew record it will not modify it in the project you copied the crew member from.

## 6.7 Scheduling Crew

### 6.7-1 Setting Crew Call Times

After creating shoot days (see Section 8.3 Shoot Days), the crew call times can be set.



1. From the Toolbar, select Shoot Days.
2. Select a shoot day and click the Crew Call Times button in that row.

## Contacts

Date	Shoot Day	Day Off	Travel	Holiday	Cast Call Times	Crew Call Times	Notes	Call Sheet Misc	Daily Prod Report	Crew Call
Mon, October, 3, 2005	1									7:00 AM
Tue, October, 4, 2005	2									
Wed, October, 5, 2005	-									
Thu, October, 6, 2005	3									

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, from the Set Crew pull-down menu select Import Active Crew.

Phase	Calendar	Cast Call Times	Crew Call Times	Notes	Call Sheet	Daily Production Report
9/1/2010						
9/2/2010						
9/3/2010						
9/4/2010						
9/5/2010						

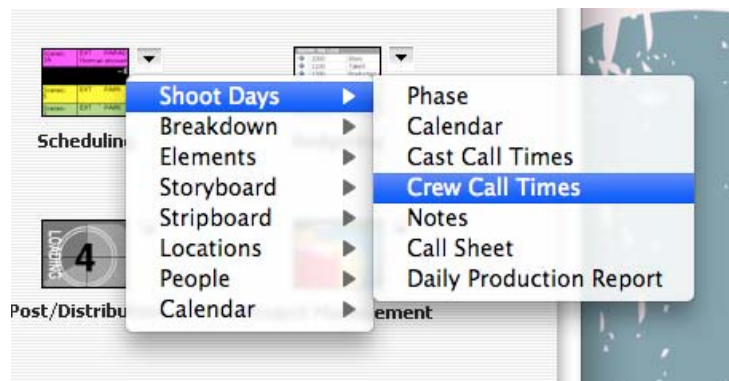
  

Crew Title	Name	Dept	Call
Director	Aaton Cohen-Sitt	Production	7:00 AM
Producer	Todd Wade	Production	7:00 AM
Production Manager	Jason Gullible	Production	7:00 AM
Unit Production Manager	Charles Benezra	Production	7:00 AM
Script Supervisor	Diane Cole	Production	7:00 AM
Production Coordinator	Shawn Jones	Production	7:00 AM

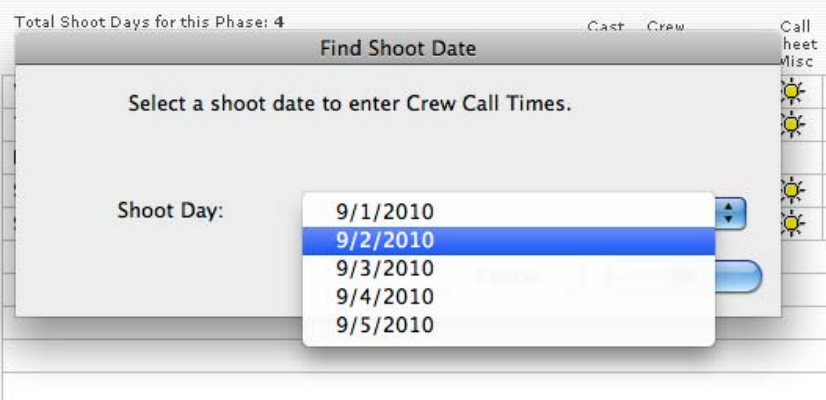
### 6.7-2 Adding a Crew Member to a Shoot Day


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


1. Click the Scheduling arrow on the Main Menu, and select Shoot Days and then Crew Call Times.



- 2. Select the desired shoot day.




- 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.

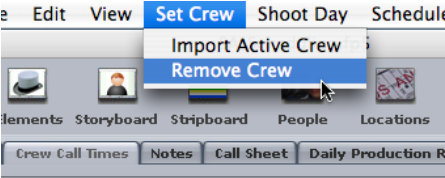
**Adding Notes to Shoot Days**

Notes can be added on the Schedule Crew Screen that will appear on a Crew Call Report. This report is explained in Section 8 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, select Remove Crew from the Set Crew pull-down menu.



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

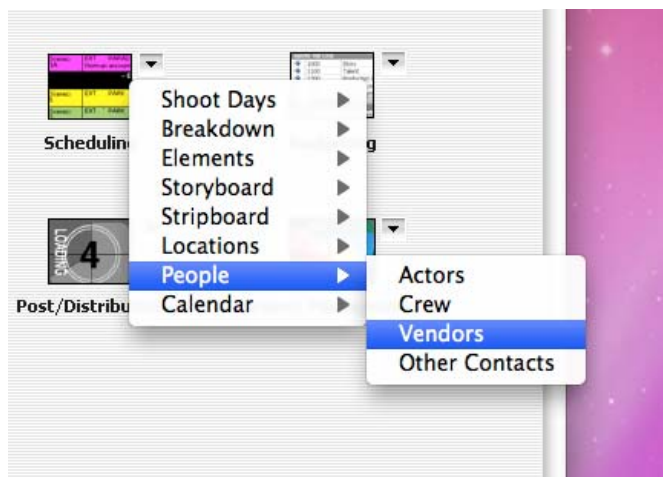
## Contacts

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.

### 6.8 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.

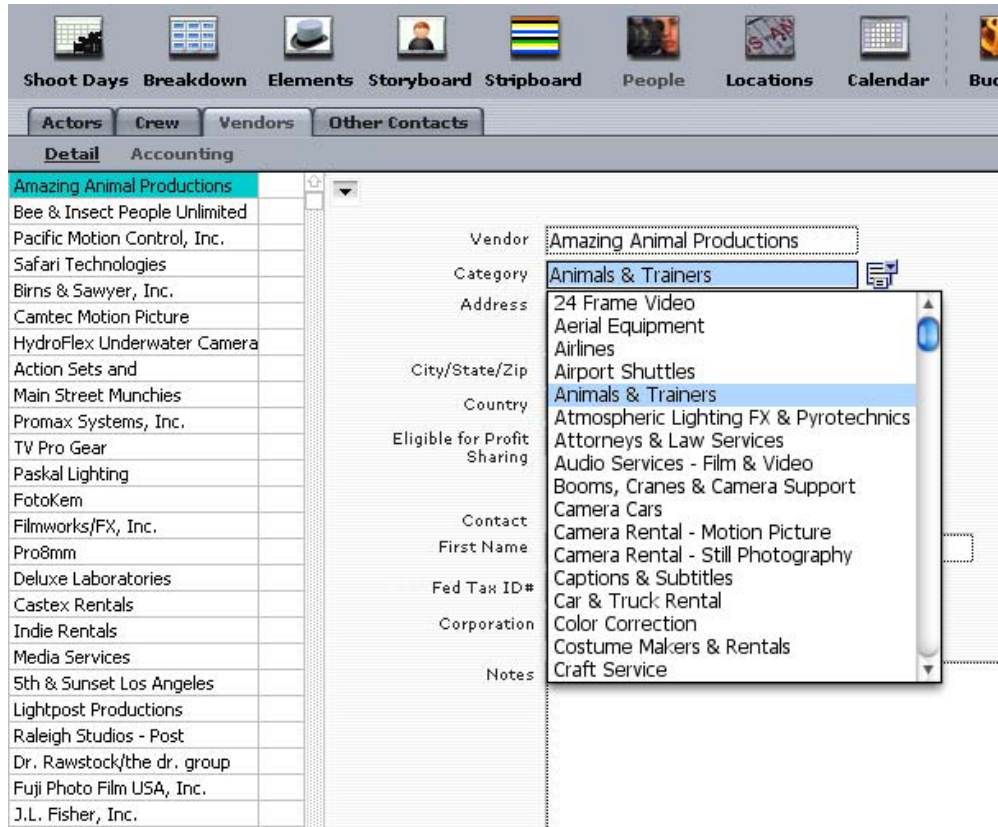
To utilize these features, from the Main Menu select the Scheduling arrow and then select People, then select Vendors or Other Contacts, depending on what type of information is being stored.



#### 6.8-1 Adding Vendor Categories

Gorilla comes with dozens of pre-set vendor categories.





To add or modify vendor categories, click value list .

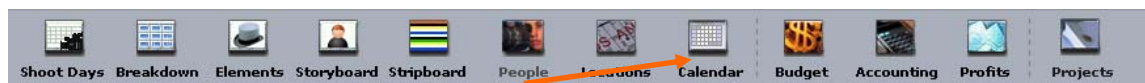
## 7. Calendar

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.

### 7.1 Attaching Events to the Calendar

To start using the calendar, click **Calendar** on **Toolbar** while in the Scheduling module.



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:

A screenshot of a dialog box titled "Create New Event". The dialog box has a light gray background and a white border. At the top, it says "Create a new event." Below this, there is a label "Event Type:" followed by a dropdown menu. At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

Select an event from the pop-down list.



**Important Note:** To add or modify events to this list, go to **Value Lists**, accessible by selecting **Value Lists** from the **Preferences** menu.

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

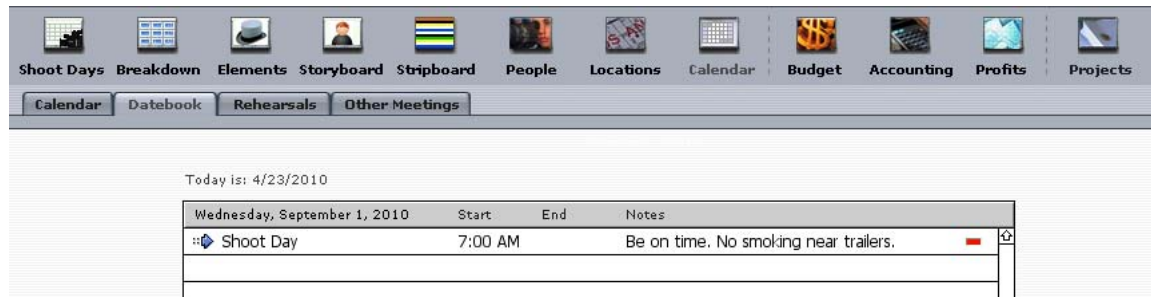
Unless **Rehearsal** is selected, the **Other Meetings Window** will appear. The event and the date are already entered. The following fields can be set:

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

- Notes

## 7.2 Viewing Events on the Calendar

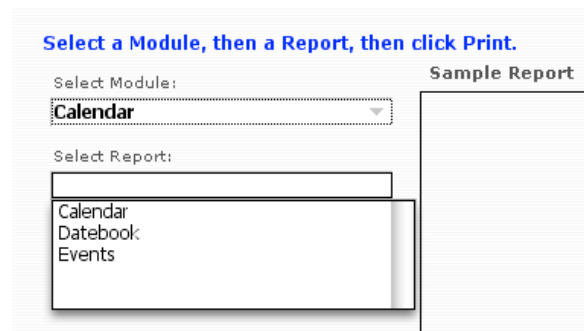
Upon returning to the calendar, the event created will appear on the screen. If the event is clicked, the Datebook View Screen will appear. On this screen, either add more events to that date or go to the detail view of an event.



## 7.3 Printing Events

To print events in a datebook format, select **Print** from the **File** menu. 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



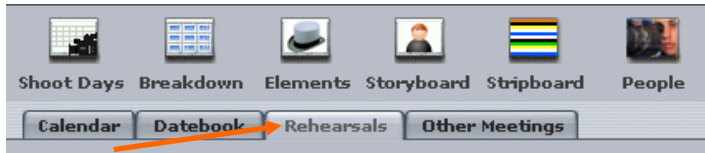
## 7.4 Rehearsal Sessions

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. On the Toolbar click the **Rehearsals** tab.

## Calendar



2. From the File menu, select New Rehearsal.
3. Enter a Date for the rehearsal and a start and end time.
4. Click OK.


Set the detail information for this session in the fields indicated. Indicate a session number and specify the scenes to be rehearsed during the session.

Selected Rehearsal Detail:	
Date	Thu, October 26, 2006
Event	Rehearsal
Session	1
Project	Interviewing Norman
Location	The Devil and Me Productions
Address	3456 Los Angeles Avenue Los Angeles, CA 90025
Scenes	12, 4, 5
Start	12:00 PM
End	2:30 PM

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.

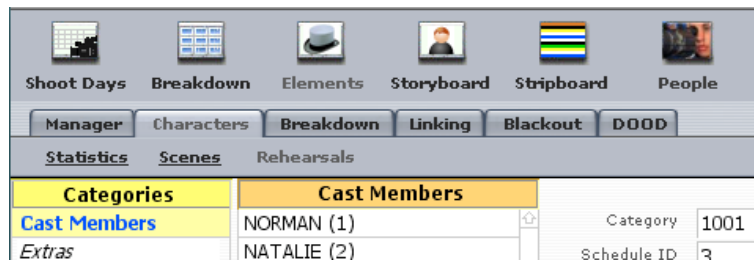
To view the information for a cast member who is attached to the rehearsal session, clicking the .



**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.

### 7.4-1 Viewing Rehearsals by Character

In the Characters Module, click the **Rehearsals** button. 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**.

### 7.5 Rehearsal Session Reports

There are two Rehearsal Session Reports:

- Rehearsal Sessions
- Actor Rehearsal Schedule

## 8. Scheduling

### 8.1 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.

### 8.2 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.*

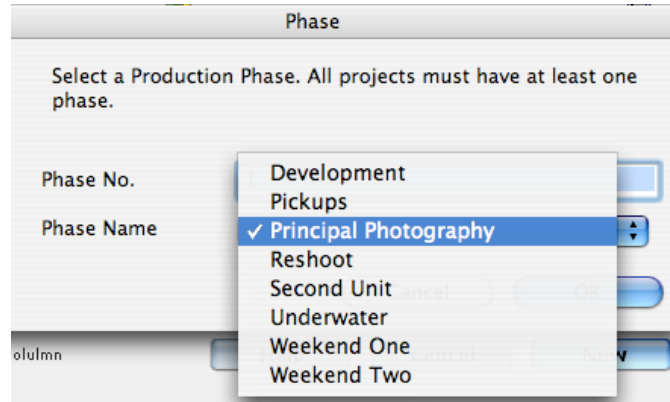
#### 8.2-1 Creating Production Phases

In order to create production phases, select **Shoot Days** on the Toolbar, and then click the **Phase** tab.

Select a Production Phase for the current project by clicking on the blue arrow.  
If a phase does not exist or you want to create another phase for this project, click *New Phase* from the File menu.

Select Phase No.	Phase Name	Start	End	Breakdown Sheets Attached	Active	Default	Delete
1	Principal Photography	9/1/10	9/5/10	20	☒	☒	🗑️

From the **File** menu, select **New Phase** 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 15.2 Value Lists).

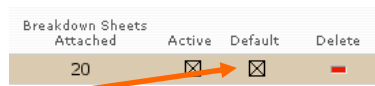
After selecting a phase for the first time, and if breakdown sheets exist for this project, click **OK** to attach all these breakdown sheets to this production phase.



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

### 8.2-2 Selecting a Default Production Phase

To force Gorilla to default to a certain production phase, select  next to the desired phase.



This will bypass the Select Production Phase Window while entering the Scheduling Module.

To go back to the Phase screen at any time, select the **Phase** tab .

### 8.2-3 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:

## Scheduling

1. Go to the desired breakdown sheet.
2. Select an existing production phase from the Prod. Phase field.

INT	NORMAN'S PARENTS		
I/E	INT	Set	NORMAN
Scene #s	1		
Synopsis			
Location	Parent's House		
Prod. Phase	Principal Photography		

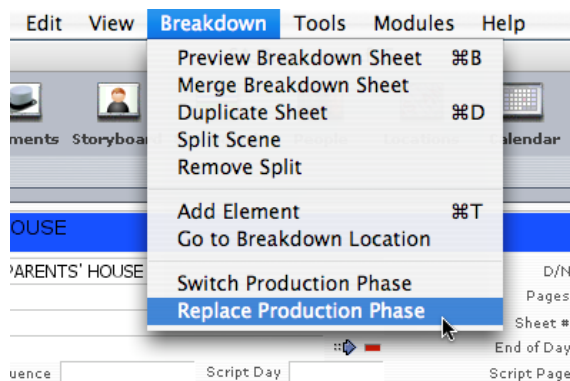
This can also be accomplished in List view, where it is more convenient to quickly scroll down a list of all breakdown sheets and modify the production phase for each one.

End of Day	Pages	Phase
10/6/2005	0 2/8 pgs.	Principal
10/7/2005	0 3/8 pgs.	Principal
10/4/2005	0 4/8 pgs.	Principal
10/7/2005	0 4/8 pgs.	Principal
10/4/2005	0 5/8 pgs.	Principal

### 8.2-4 Modifying a Production Phase for Multiple Breakdown Sheets

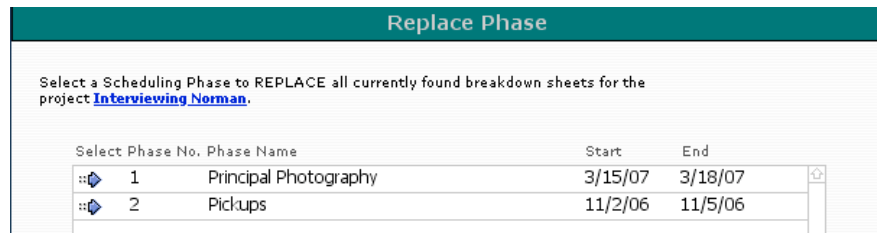
To attach a production phase to multiple breakdown sheets at once, do the following:

1. Find the desired group of breakdown sheets by using the Find command or the Omit button in List View.
2. From the Breakdown pull-down menu, select Replace Production Phase.



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






### 8.2-5 Set Current Production Phase

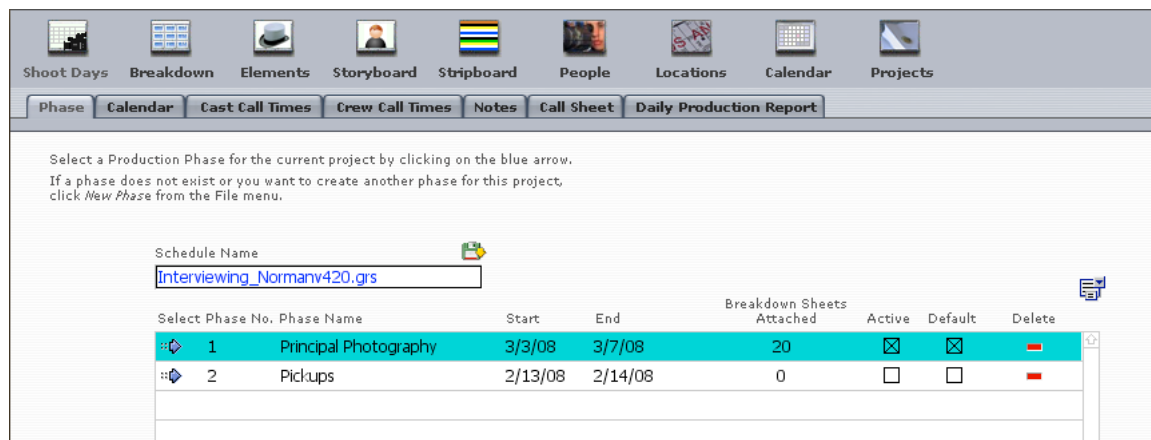
If a project has multiple production phases, Gorilla can switch from one phase to another at any time.




**Important Note:** While working in a production phase, ALL breakdown sheets for the entire project are accessible on the Breakdown Sheet 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. Go to the Phase screen.
2. Click the  next to the desired phase.



### 8.2-6 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 selecting Find from the Edit menu.

## Scheduling

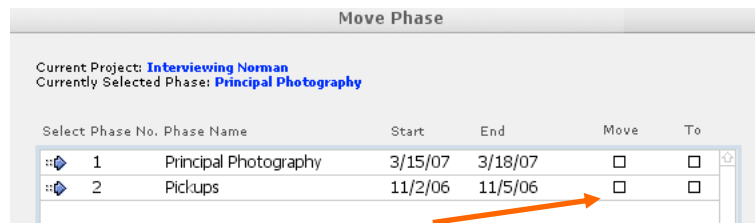
### 8.2-7 Moving All Breakdown Sheets From One Phase to Another

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

1. Go to the Phase screen.
2. From the File menu, select Move Phase.



3. Click the Move checkbox next to the phase you want to move.
4. Click the To checkbox next to the desired phase you want to move the breakdown sheets to. The breakdown sheets will be moved to this phase.
5. Click Move.



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

## 8.3 Shoot Days

### 8.3-1 Creating/Modifying Shoot Days

To create shoot days for a project:

1. Click the Shoot Days button on the Toolbar.
2. Select the Calendar tab.
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.

### 8.3-2 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.

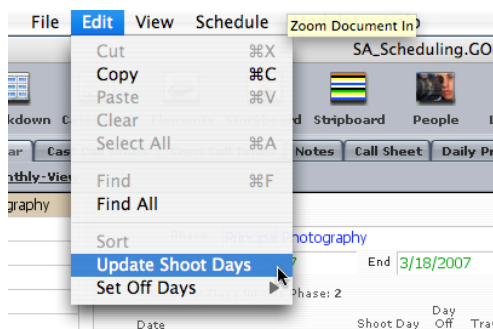
Unless a travel day is specified as an off day, a shoot day can be scheduled on a travel day.

Date	Shoot Day	Day Off	Travel	Holiday
Thu, March, 15, 2007	1			
Fri, March, 16, 2007	-			☺
Sat, March, 17, 2007	-	✗		
Sun, March, 18, 2007	2		🚗	

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: **ON**. 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**.



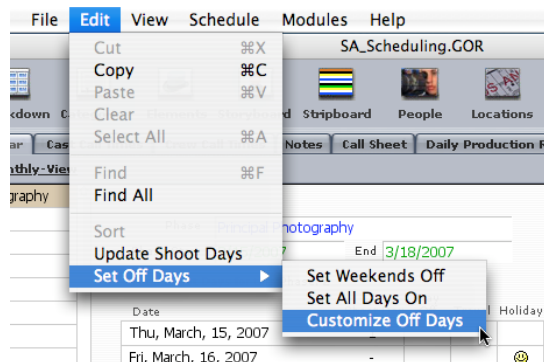
### 8.3-3 Customizing Off Days

Instead of manually setting each day as an off day, you can tell Gorilla to set a certain day of the week or multiple days of the week as off days for your entire production phase.

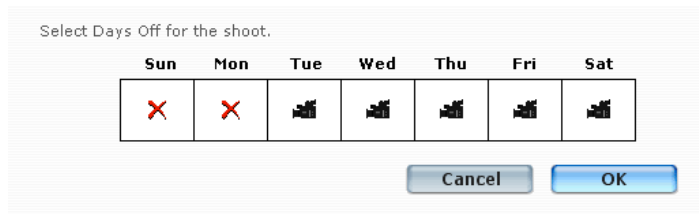
To do this:

## Scheduling

1. Select **Set Off Days** from the **Edit** menu.
2. Select the option: **Customize Off Days**.



3. Select the day(s) you want to be off days, and then click **OK**.



You will see a message that asks if you want to **Reset** all shoot days with these new off day settings, or **add** these new rules to the existing schedule. Click either the **Add** button or the **Reset** button.

### 8.3-4 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.

### 8.3-5 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 the **Calendar** tab.

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


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 	4 	5 	6 	7 	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22



**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.

### 8.3-6 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` tab.
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.

### 8.3-7 Modifying Shoot Days

To modify the shoot day range, do the following:

1. Go to the Shoot Days Screen.
2. Select `Create Shoot Days` from the File menu.
3. Modify the date range.

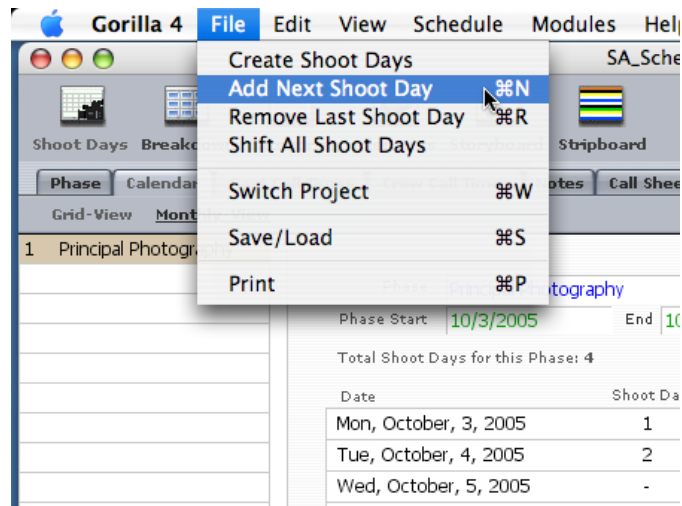


**Important Note:** When modifying the date range, all shoot dates are re-entered from scratch. This will delete your call times, and may take a few minutes. If you have call times, it is better to add days, remove days, and shift days as described below.

## Scheduling

### 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.



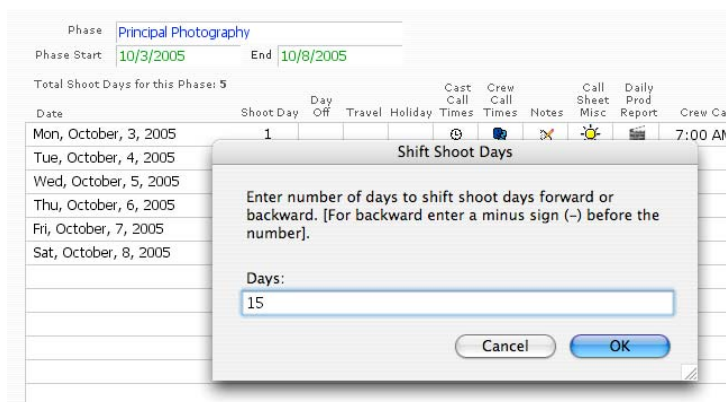
### Remove Last Shoot Day

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.



In the example above, entering 15 will move all shoot days 15 days forward.

### 8.3-8 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.

Shoot Day	Day Off	Travel	Holiday	Cast Call Times	Crew Call Times	Notes	Call Sheet Misc	Daily Prod Report	Crew Call
1									7:00 AM
2									
-									

#### 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. Also, make sure you update the stripboard.
2. Click the Shoot Days button on the Toolbar and then Calendar.
3. If you do not have a default phase selected, select a phase.
4. Click for the desired day. The actors scheduled on the stripboard for that day will appear.
5. Enter a general call time in the header.
6. Click to make the time in the header the call time for all the actors.
7. Set individual call times if necessary by clicking the desired time.

Call Times **SAG Exhibit G**

Auto Update Call Times when entering this screen

Shoot Date: 9/1/2010 Wednesday

Call Time: 7:00 AM

ID	Role	Exhibit G	On Set Call Time
1	NORMAN		7:00 AM
2	NATALIE		7:00 AM
5	EVE		7:00 AM

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.

## Scheduling

### 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

1<sup>st</sup> Meal Out

1<sup>st</sup> Meal In

2<sup>nd</sup> Meal Out

2<sup>nd</sup> 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 6.7-1 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).

You must schedule your actors in the Breakdown module before setting call times.

Shoot Date	10/4/2005	Tuesday
Call Time	7:00 AM	

Cast	Sean Sellars	Role	NORMAN
------	--------------	------	--------

Call Times			
Makeup Wardrobe	Report On Set	Dismiss On Set	Dismiss Mk/Wdrbe
6:30 AM	7:30 AM	5:00 PM	6:00 PM

Meals				
	Breakfast	First Meal	Second Meal	MPV
Out	8:00 AM	1:00 PM		L
In				W

Travel Time			
Leave for Location	Arrive on Location	Leave Location	Arrive at Studio

Stunt Adj	Forced Call

Remarks (Prints on Scene Call Sheet)

--





## Scheduling

### Call Sheet Misc

Click on the Call Sheet tab to view the following screen:

The screenshot shows a software interface with a navigation bar at the top containing tabs: Phase, Calendar, Cast Call Times, Crew Call Times, Notes, Call Sheet, and Daily Production Report. The 'Call Sheet' tab is active. On the left is a calendar view for the week of 9/1/2010 to 9/5/2010, with 9/1/2010 highlighted in blue and 9/3/2010 marked with a red 'X'. The main area contains several input fields:

- Phase: Principal Photography
- Shoot Date: 9/1/2010 (Wednesday)
- Crew Call: 7:00 AM
- Get Weather: www.weatherbug.com
- Weather: Mostly Sunny
- Low: [ ] High: [ ]
- Sunrise: [ ] Sunset: [ ]
- Crew Parking: Enter parking info here...  
1212 Park Place  
Los Angeles, CA 90210  
(323) 777-1212  
(323) 787-1212
- Nearest Hospital: Enter hospital info here...  
5555 Hospital Lane  
Los Angeles, CA 90012  
(323) 555-1212  
(323) 555-1234
- Atmosphere: [ ]
- Stand-Ins: [ ]

You can enter weather information, crew parking, nearest hospital, atmosphere, stand-ins and special instructions on this screen.

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

In the Get Weather field, you can enter a URL that goes to a web page to display the current day's weather for your location. There are many such web pages. You can find one that suits your specific location and needs.

### 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.

Phase	Calendar	Cast Call Times	Crew Call Times	Notes	Call Sheet	Daily Production Report		
Meals and Shots <b>Production Days and Takes</b> <b>Script, Picture, and Sound</b>								
9/1/2010								
9/2/2010								
9/3/2010								
9/4/2010								
9/5/2010								
Phase: <input type="text" value="Principal Photography"/> Get Weather: <input type="text" value="www.weatherbug.com"/>								
Shoot Date: <input type="text" value="9/1/2010"/> <input type="text" value="Wednesday"/> Weather: <input type="text" value="Mostly Sunny"/>								
Crew Call: <input type="text" value="7:00 AM"/> Low: <input type="text"/> High: <input type="text"/>								
Sunrise: <input type="text"/> Sunset: <input type="text"/>								
Breakfast Comment: <input type="text"/> Breakfast Time: <input type="text"/>								
<table border="1"> <tr> <td>           First Shot: <input type="text" value="7:00 AM"/>    <a href="#">Clear Times</a>            ----- First Meal -----            From <input type="text"/> To <input type="text"/>            Aft Shot: <input type="text"/>            ----- Second Meal -----            From <input type="text"/> To <input type="text"/> </td> <td>           Last Shot: <input type="text" value="6:00 PM"/>    <a href="#">Clear Times</a>            Camera Wrap: <input type="text"/>            Crew Wrap: <input type="text"/>            ----- Production Crew -----            Producer: <input type="text" value="Todd Wade"/>            Director: <input type="text" value="Aaton Cohen-Sitt"/> </td> </tr> </table>							First Shot: <input type="text" value="7:00 AM"/> <a href="#">Clear Times</a> ----- First Meal ----- From <input type="text"/> To <input type="text"/> Aft Shot: <input type="text"/> ----- Second Meal ----- From <input type="text"/> To <input type="text"/>	Last Shot: <input type="text" value="6:00 PM"/> <a href="#">Clear Times</a> Camera Wrap: <input type="text"/> Crew Wrap: <input type="text"/> ----- Production Crew ----- Producer: <input type="text" value="Todd Wade"/> Director: <input type="text" value="Aaton Cohen-Sitt"/>
First Shot: <input type="text" value="7:00 AM"/> <a href="#">Clear Times</a> ----- First Meal ----- From <input type="text"/> To <input type="text"/> Aft Shot: <input type="text"/> ----- Second Meal ----- From <input type="text"/> To <input type="text"/>	Last Shot: <input type="text" value="6:00 PM"/> <a href="#">Clear Times</a> Camera Wrap: <input type="text"/> Crew Wrap: <input type="text"/> ----- Production Crew ----- Producer: <input type="text" value="Todd Wade"/> Director: <input type="text" value="Aaton Cohen-Sitt"/>							
<table border="1"> <tr> <td> <b>Vehicles</b>  <input type="checkbox"/> Additional Trucks    <input type="checkbox"/> Prop Trucks  <input type="checkbox"/> Busses    <input type="checkbox"/> Sound Wagon  <input checked="" type="checkbox"/> Camera Cars    <input type="checkbox"/> Station Wagons  <input type="checkbox"/> Camera Truck    <input type="checkbox"/> Trailers  <input checked="" type="checkbox"/> Cars  <input checked="" type="checkbox"/> Electric Trucks  <input type="checkbox"/> Genny Trucks  <input type="checkbox"/> Grip Trucks  <input type="checkbox"/> Picture Cars  <input type="checkbox"/> Portable Toilets         </td> <td> <b>Equipment</b>  <input type="checkbox"/> Arc Lamps    <input type="checkbox"/> Special Props  <input type="checkbox"/> Booms    <input type="checkbox"/> Zooms  <input checked="" type="checkbox"/> Cameras  <input checked="" type="checkbox"/> Cranes  <input checked="" type="checkbox"/> Dollies  <input type="checkbox"/> Meals  <input type="checkbox"/> Playback or P.A.  <input type="checkbox"/> Portable Genny  <input type="checkbox"/> Projector  <input type="checkbox"/> Sound Channels         </td> </tr> </table>							<b>Vehicles</b> <input type="checkbox"/> Additional Trucks <input type="checkbox"/> Prop Trucks <input type="checkbox"/> Busses <input type="checkbox"/> Sound Wagon <input checked="" type="checkbox"/> Camera Cars <input type="checkbox"/> Station Wagons <input type="checkbox"/> Camera Truck <input type="checkbox"/> Trailers <input checked="" type="checkbox"/> Cars <input checked="" type="checkbox"/> Electric Trucks <input type="checkbox"/> Genny Trucks <input type="checkbox"/> Grip Trucks <input type="checkbox"/> Picture Cars <input type="checkbox"/> Portable Toilets	<b>Equipment</b> <input type="checkbox"/> Arc Lamps <input type="checkbox"/> Special Props <input type="checkbox"/> Booms <input type="checkbox"/> Zooms <input checked="" type="checkbox"/> Cameras <input checked="" type="checkbox"/> Cranes <input checked="" type="checkbox"/> Dollies <input type="checkbox"/> Meals <input type="checkbox"/> Playback or P.A. <input type="checkbox"/> Portable Genny <input type="checkbox"/> Projector <input type="checkbox"/> Sound Channels
<b>Vehicles</b> <input type="checkbox"/> Additional Trucks <input type="checkbox"/> Prop Trucks <input type="checkbox"/> Busses <input type="checkbox"/> Sound Wagon <input checked="" type="checkbox"/> Camera Cars <input type="checkbox"/> Station Wagons <input type="checkbox"/> Camera Truck <input type="checkbox"/> Trailers <input checked="" type="checkbox"/> Cars <input checked="" type="checkbox"/> Electric Trucks <input type="checkbox"/> Genny Trucks <input type="checkbox"/> Grip Trucks <input type="checkbox"/> Picture Cars <input type="checkbox"/> Portable Toilets	<b>Equipment</b> <input type="checkbox"/> Arc Lamps <input type="checkbox"/> Special Props <input type="checkbox"/> Booms <input type="checkbox"/> Zooms <input checked="" type="checkbox"/> Cameras <input checked="" type="checkbox"/> Cranes <input checked="" type="checkbox"/> Dollies <input type="checkbox"/> Meals <input type="checkbox"/> Playback or P.A. <input type="checkbox"/> Portable Genny <input type="checkbox"/> Projector <input type="checkbox"/> Sound Channels							

## Copy DPR

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

1. On the DPR Screen, select Copy DPR from the Duplicate DPR pull-down menu.
2. Select the shoot day to which to copy the information.

## 8.4 Breakdown Sheets

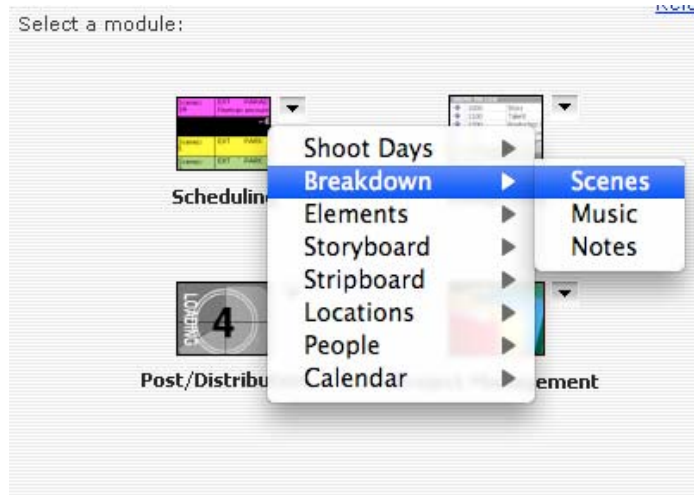
A breakdown sheet lists all of the information that pertains to a scene. This includes all of the characters, props, stunt, and other elements necessary to shoot that scene.

### 8.4-1 Adding Breakdown Sheets Manually

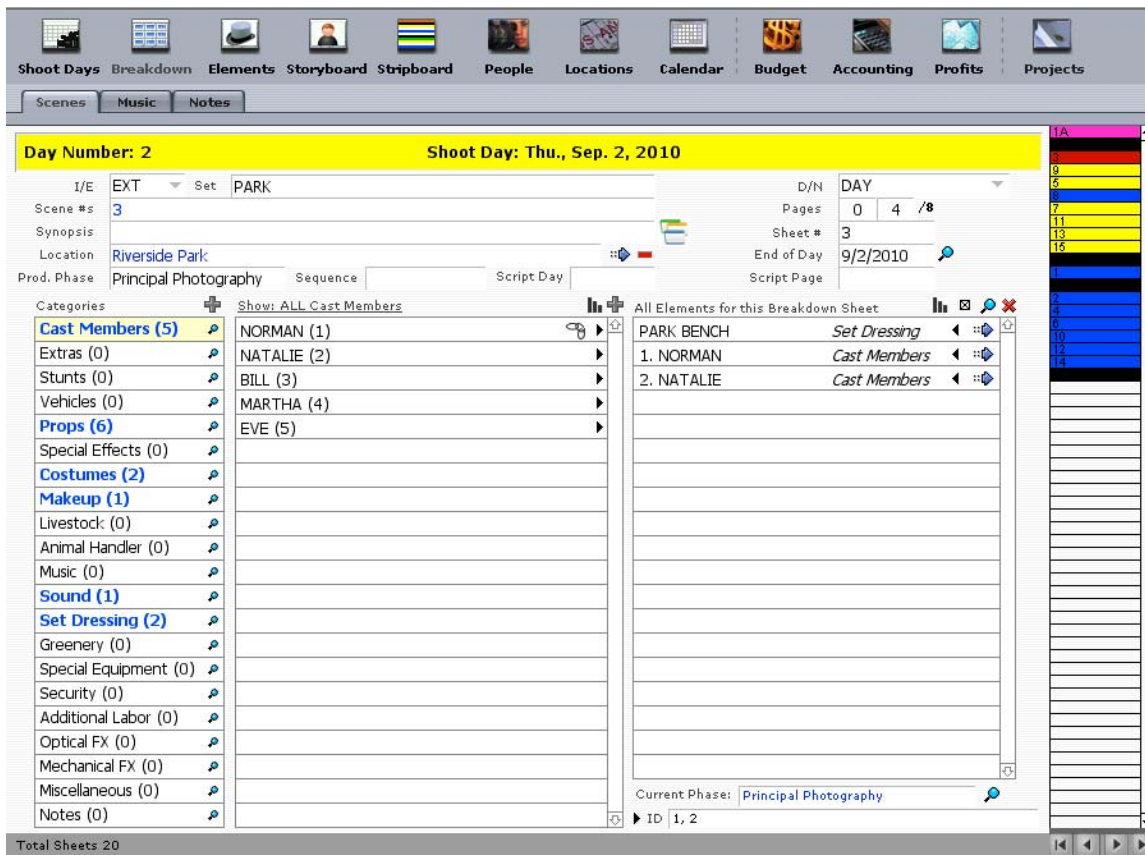
To add breakdown sheets manually, do the following:

1. On the Main Menu select the Scheduling arrow.
2. Select Breakdown Sheets and then Scenes.

# Scheduling



3. From the File menu, select New Breakdown Sheet.
4. Begin entering breakdown sheet information for the scene.



## 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.
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, or modify them as needed by selecting Stripboard Colors from the View menu: 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 and not entered here.
Script Page*	The page number where the scene starts in the screenplay.

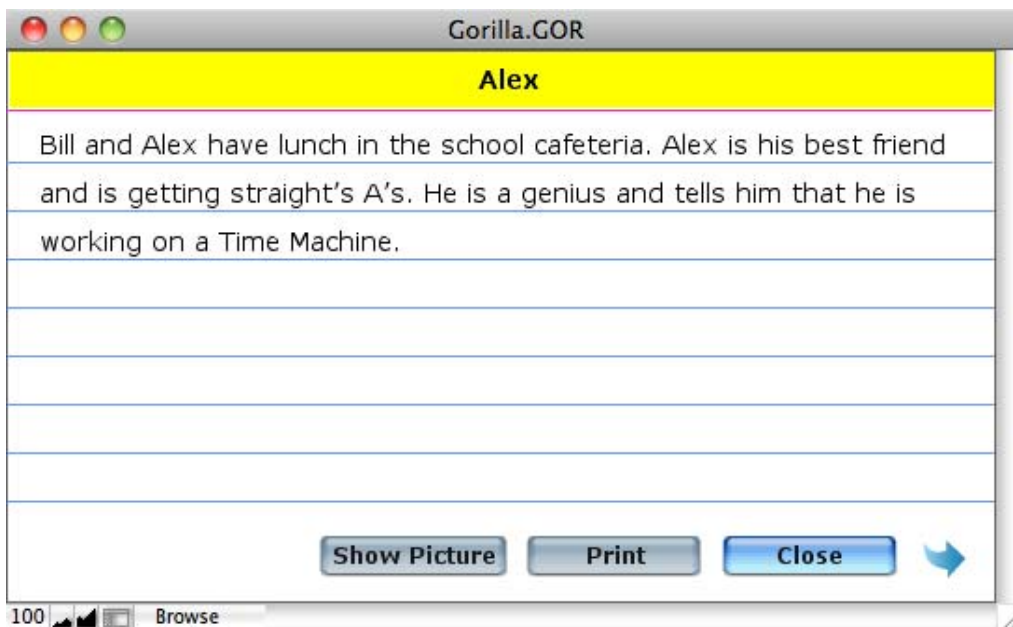
## Scheduling

Fields in the Breakdown Screen	
Field	Description
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 (Schedule ID).

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

### 8.4-2 Index Cards

On each breakdown sheet, you can enter more information about the story or the scene on index cards. By selecting the Index Card button (see below), an index card will appear for that breakdown sheet.



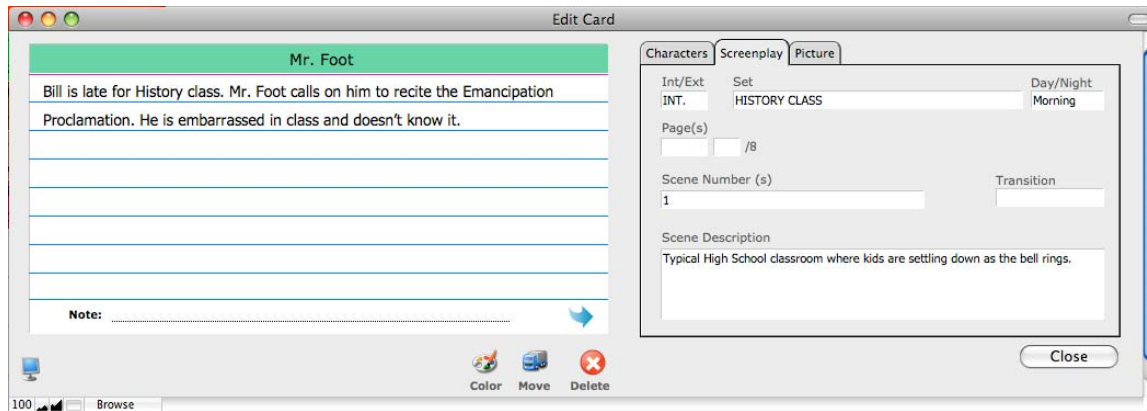
You have the option of entering information on the back of an index card by clicking on the blue arrow.

To print the index cards on a page format, click the `Print` button.

Time Travel		INDEX CARDS		7/27/2009
<b>Mr. Foot</b>	Bill is late for History class. Mr. Foot calls on him to recite the Emancipation Proclamation. He is embarrassed in class and doesn't know it.	<b>Back of Card</b>		
<b>Alex</b>	Bill and Alex have lunch in the school cafeteria. Alex is his best friend and is getting straight's A's. He is a genius and tells him that he is working on a Time Machine.	<b>Back of Card</b>		
<b>After School</b>	Bill goes over to Alex's house and Alex shows him the Time Machine. Bill tells him not to touch it. He does though and Bill is sent back into time!	<b>Back of Card</b>		
<b>Abraham Lincoln</b>	Bill finds himself on the steps of The White House. He knocks on the door and someone opens it: "May I help you, sir?". Bill responds that he needs to speak with the president immediately.	<b>Back of Card</b>		

If you are importing index cards from StoryO, the following information will be imported: (below in a screenshot from StoryO).

## Scheduling



- 1) Title of Index Card
- 2) Front of Index Card
- 3) Back of Index Card
- 4) I/E field
- 5) Set field
- 6) D/N field
- 7) Characters attached to Index Cards
- 8) Scene Number
- 9) Scene Description

### 8.4-3 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.

### 8.4-4 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.



## 8.4-5 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: .
2. From the Breakdown Menu on the Command Bar, select Remove Split.


## 8.4-6 Deleting Multiple Breakdown Sheets

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

1. Select Delete Multiple Breakdown Sheets from the File menu.
2. The Breakdown Sheet Maintenance Screen will appear, shown below:



Scene #	Sheet #	I/E	Set	D/N	Synopsis	End of Day	Pages	Phase	Location	Omit
1	1	INT	NORMAN'S PARENTS'	NIGHT		9/4/2010	0 2/8 pgs.	Principal	Parent's House	
2	2	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 3/8 pgs.	Principal	Parent's House	
3	3	EXT	PARK	DAY		9/2/2010	0 4/8 pgs.	Principal	Riverside Park	
4	4	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 4/8 pgs.	Principal	Parent's House	
5	5	EXT	PARK	DAY		9/2/2010	0 5/8 pgs.	Principal	Riverside Park	
6	6	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 1/8 pgs.	Principal	Parent's House	
7	7	EXT	PARK	DAY		9/2/2010	0 4/8 pgs.	Principal	Riverside Park	
8	8	INT	NORMAN'S PARENTS'	NIGHT		9/2/2010	0 1/8 pgs.	Principal	Parent's House	
9	9	EXT	PARK	DAY		9/2/2010	0 1/8 pgs.	Principal	Riverside Park	
10	10	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 6/8 pgs.	Principal	Riverside Park	
11	11	EXT	PARK	DAY		9/2/2010	0 2/8 pgs.	Principal	Riverside Park	
12	12	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 3/8 pgs.	Principal	Parent's House	
13	13	EXT	PARK	DAY		9/2/2010	0 3/8 pgs.	Principal	Riverside Park	
14	14	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 2/8 pgs.	Principal	Parent's House	
15	15	EXT	PARK	DAY		9/2/2010	0 2/8 pgs.	Principal	Riverside Park	
1A		EXT	PARADISE	MORNING	Norman encounters Eve	9/1/2010		Principal	Studio	

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!

### Another Way to Delete Multiple Breakdown Sheets

The following is another method for deleting multiple breakdown sheets:

1. Select Delete Multiple Breakdown Sheets from the File menu.
2. The Breakdown Sheet Maintenance Screen will appear.

## Scheduling

- Click the checkbox in the Tag for Delete column for all breakdown sheets to be deleted.
- Click the Show Tagged button.

End of Day	Pages	Phase	Location	Tag for Delete
9/4/2010	0 2/8 pgs.	Principal	Parent's House	<input type="checkbox"/>
9/5/2010	0 3/8 pgs.	Principal	Parent's House	<input checked="" type="checkbox"/>
9/2/2010	0 4/8 pgs.	Principal	Riverside Park	<input checked="" type="checkbox"/>
9/5/2010	0 4/8 pgs.	Principal	Parent's House	<input checked="" type="checkbox"/>
9/2/2010	0 5/8 pgs.	Principal	Riverside Park	<input type="checkbox"/>
9/5/2010	0 1/8 pgs.	Principal	Parent's House	<input type="checkbox"/>
9/2/2010	0 4/8 pgs.	Principal	Riverside Park	<input type="checkbox"/>

- All tagged breakdown sheets will be grouped and displayed. *They are not yet deleted.*
- Verify these are the breakdown sheets you want to delete, and then click the Delete Tagged button.

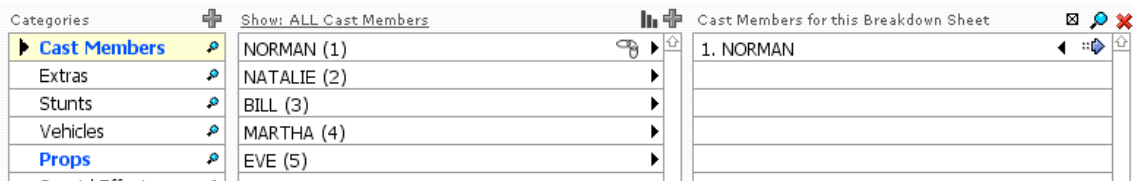
D/N	End of Day	Pages	Phase	Location	Tag for Delet
NIGHT	9/5/2010	0 3/8 pgs.	Principal	Parent's House	<input checked="" type="checkbox"/>
DAY	9/2/2010	0 4/8 pgs.	Principal	Riverside Park	<input checked="" type="checkbox"/>
NIGHT	9/5/2010	0 4/8 pgs.	Principal	Parent's House	<input checked="" type="checkbox"/>

If you click cancel after clicking the Delete Tagged button, all breakdown sheets for that project will appear.

### 8.4-7 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

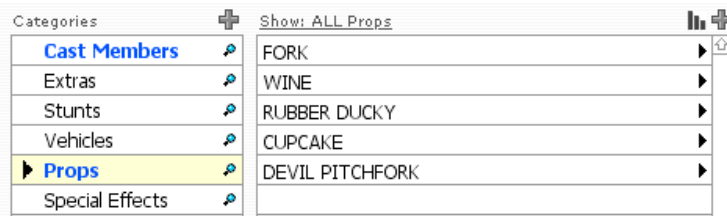


1. Select Cast Members from the Categories Window.
2. All available cast members (characters) will appear in the middle Available Cast Members Window.
3. Select the desired cast member from the middle window.
4. The cast member will appear on the right Cast Members for this Breakdown Sheet Window.

Categories that are colored **blue** indicate that there are elements attached to that category.

## 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.

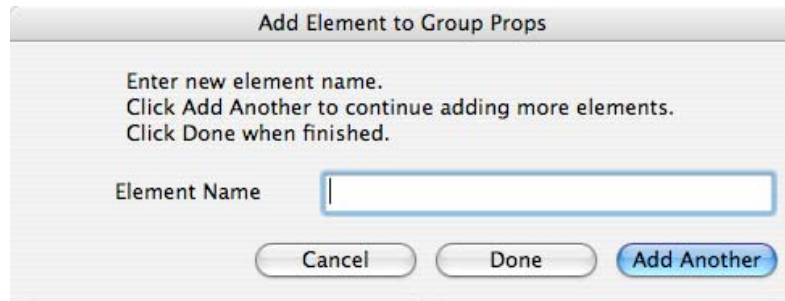
## Creating a New Element

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.

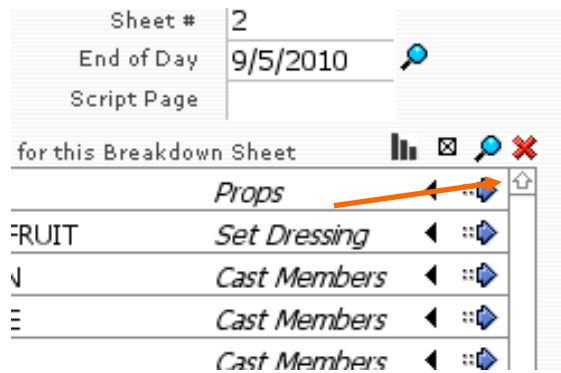
## Scheduling

4. Click **Add Another** 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.

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.

Show: ALL Props	
ALARM CLOCK	▶
CANDLE HOLDER	▶
CAR KEYS	▶
CELL PHONE	▶
CEREAL BOX	▶
CHALK	▶
COUGH MEDICINE	▶
CUPCAKE	▶
DEVIL PITCHFORK	▶

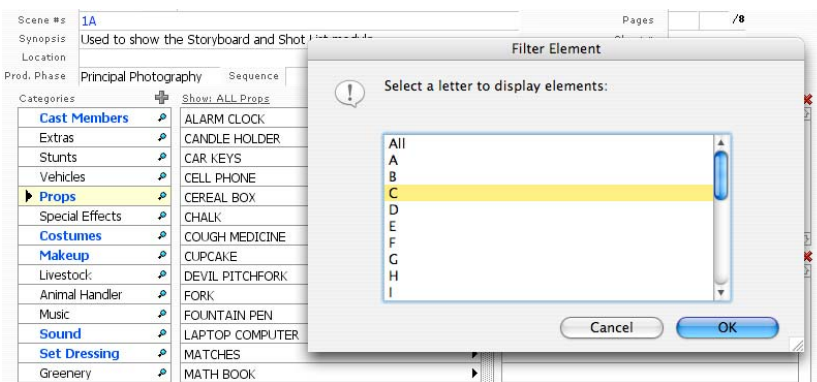
Example B: Cast Members sorted by ID

Show: ALL Cast Members	
NORMAN (1)	▶
NATALIE (2)	▶
BILL (3)	▶
MARTHA (4)	▶
EVE (5)	▶

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**.

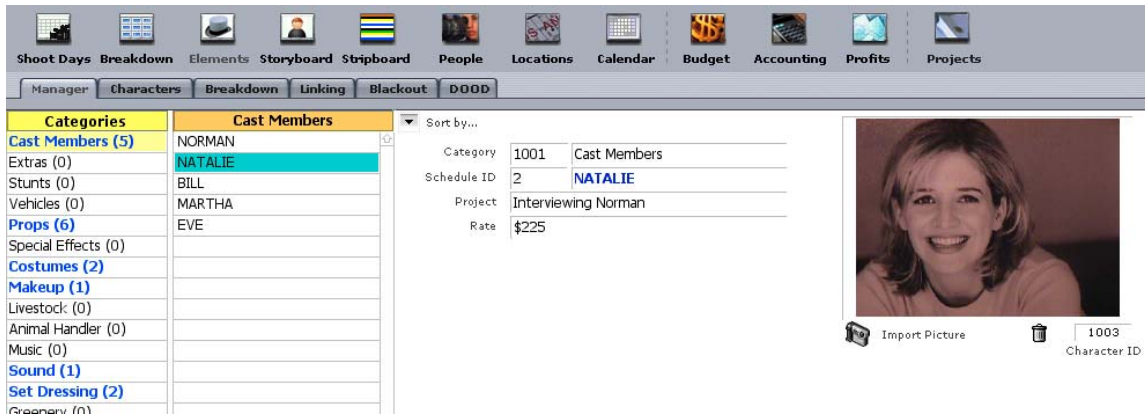
### Adding Elements to Multiple Breakdown Sheets

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

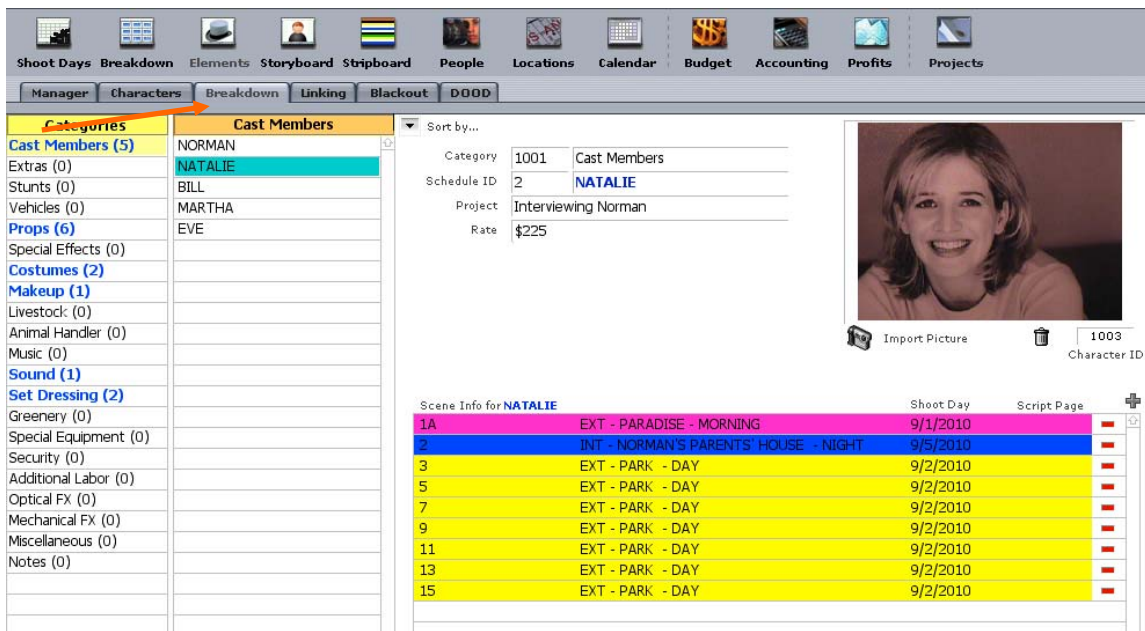
1. Click the **Elements** button on the **Toolbar**.

By default, you are placed on the **Manager** tab. This is where you can manage all your elements.


# Scheduling



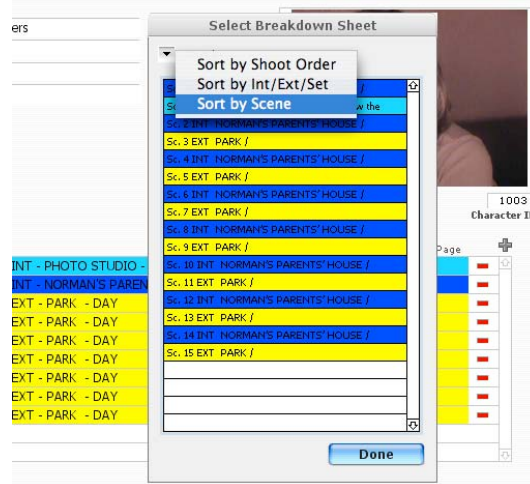
2. Click the Breakdown tab.



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

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





4. You can sort the breakdown sheets to help you find the right one to attach to this element.
5. Click Done when finished.

This is a quick and easy way to attach an element to multiple breakdown sheets.

#### 8.4-8 Schedule ID's

The number next to the cast member is the Schedule 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 Schedule 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 Schedule ID field to reflect what is scheduled on the breakdown sheet, click the black arrow ► in front of the ID label.

#### 8.4-9 Modifying Schedule IDs

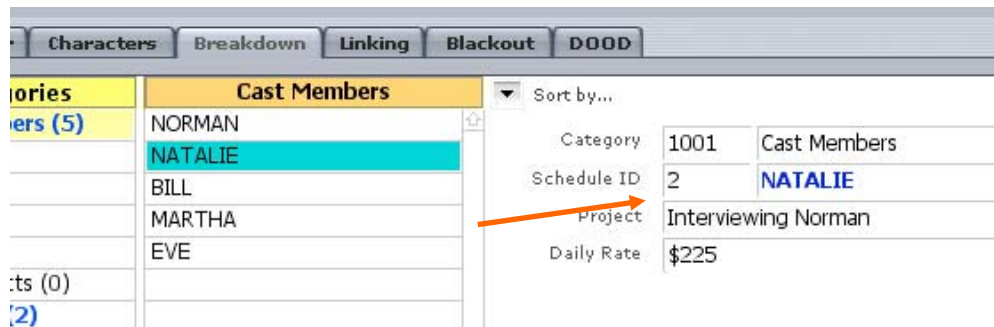
Schedule IDs for each cast member can be changed in two ways:

- a) Manually, one by one - or;
- b) All at the same time based on cast member occurrence (preferred method).

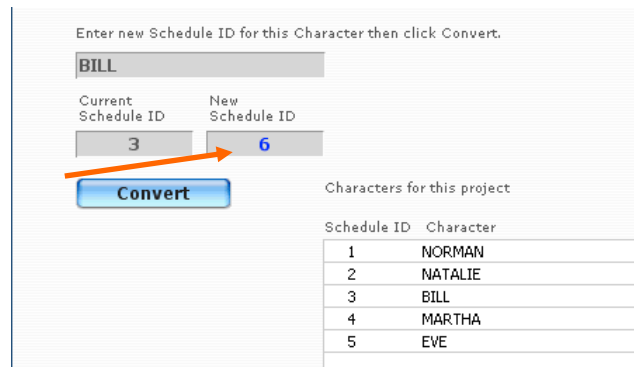
To modify a Schedule ID for a cast member manually, do the following:

## Scheduling

1. Click on the **Elements** button, and then click the **Characters** tab. Find the character you want to modify.



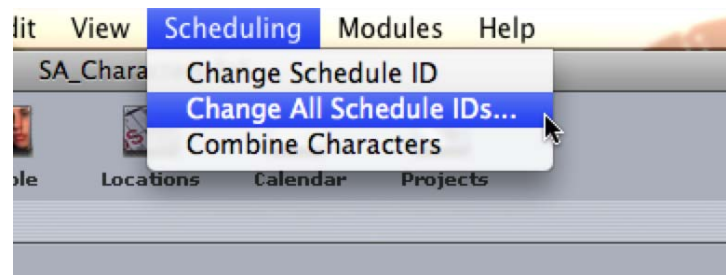
2. Click in the Schedule ID field.
3. Enter a new number in the New Schedule ID field.



4. Click Convert.

To modify all Schedule ID's for a project based on occurrence of that character in your schedule, do the following:

1. Click on the **Elements** button, and then click the **Characters** tab.
2. From the **Scheduling** menu, select **Change All Schedule IDs...**





This will change all Schedule ID's for the current project making the characters with the most occurrences in the schedule the lower numbers (1,2,3, etc.).

### 8.4-10 Viewing Breakdown Sheets in List View


To view breakdown sheets in a list view, select **List Breakdown Sheets** from the **View** menu.




Scene #	Sheet #	I/E	Set	D/N	Synopsis	End of Day	Pages	Phase	Location	Omit
1	1	INT	NORMAN'S PARENTS'	NIGHT		9/4/2010	0 2/8 pgs.	Principal	Parent's House	Omit
2	2	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 3/8 pgs.	Principal	Parent's House	Omit
3	3	EXT	PARK	DAY		9/2/2010	0 4/8 pgs.	Principal	Riverside Park	Omit
4	4	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 4/8 pgs.	Principal	Parent's House	Omit
5	5	EXT	PARK	DAY		9/2/2010	0 5/8 pgs.	Principal	Riverside Park	Omit
6	6	INT	NORMAN'S PARENTS'	NIGHT		9/5/2010	0 1/8 pgs.	Principal	Parent's House	Omit
7	7	EXT	PARK	DAY		9/2/2010	0 4/8 pgs.	Principal	Riverside Park	Omit

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 . The row will not be deleted.

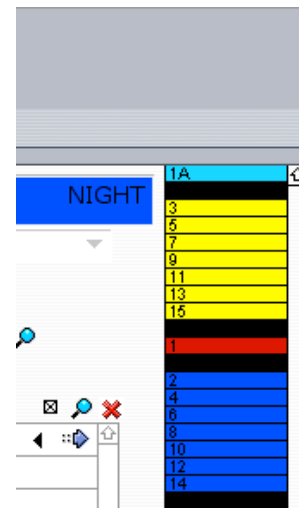
### 8.4-11 Mini-Strips

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.



## Scheduling

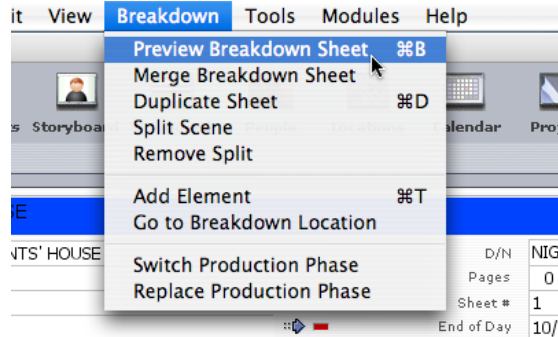
The red highlighted strip is the strip/breakdown sheet currently in view.

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

### 8.4-12 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:



3. 1-Page Standard boxed breakdown sheets (18 categories per page/5 pages max. per sheet)
4. 2-Page Standard boxed breakdown sheets (21 categories per 2 pages/10 pages max. per sheet)
5. 3-Page Standard boxed breakdown sheets (21 categories per 3 pages/15 pages max. per sheet)
6. Shooting Schedule Report by Day
7. Shooting Schedule Report by Scene

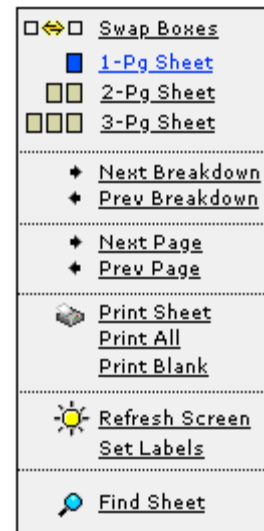
Furthermore, the Shooting Schedule Reports can be sorted by either Element ID or Element Name and customized as to where the page break occurs - either by day or by scene.

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.

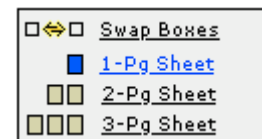
To print the current breakdown sheet, click [Print Sheet](#).

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.

## Scheduling

<p><b>Cast Members</b></p> <p>1. AMANDA 2. AMANDA (O.S.) WITH 3. BARNEY</p>	<p><b>Animal Handler</b></p> <p>DONKEY MAN CAT MAN ANT MAN BEE MAN DOG MAN</p>	<p><b>Vehicles</b></p> <p>YELLOW CAR PURPLE CAR PINK CAR ORANGE CAR</p>
<p><b>Costumes</b></p> <p>CANE FEATHER HAT GLOVE HAT KNICKERS</p>	<p><b>Props</b></p> <p>COCKROACH PUPPET</p>	<p><b>Special Effects</b></p> <p>SPLAT ON WALL</p>

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.

<b>Cast Members</b>
<b>Extras</b>
<b>Stunts</b>
<b>Vehicles</b>
<b>Props</b>
<b>Special Effects</b>
<b>Costumes</b>
<b>Makeup</b>

### 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.

<b>Notes</b>
<b>Set Group to Empty</b>
<u>Set Default Boxes</u>

### 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.

## Scheduling

Shira's World

10/30/2004

### SHOOTING SCHEDULE/SCENE Shooting Schedule by Scene: Pg Break between Days

Shoot Date: 1/2/2005		Principal Photography	
Scene(s)	Set Info		
<b>1</b>	<b>INT LIVING ROOM</b>	<b>DAY</b>	<b>0 7/8 pgs.</b>
Cast Members			
2.	JEFFREY		2
3.	MOM		3
1.	SHIRA		1
Costumes			
	PINK DRESS		1016
Props			
	LAMP		1012
Set Dressing			
	CHAIR		1018
	COUCH		1020
	HI-CHAIR		1023
Stunts			
	SUMMERSAULT		1003
Vehicles			
	CORVETTE		1005
<b>2</b>	<b>EXT BACKYARD</b>	<b>DAY</b>	<b>0 4/8 pgs.</b>
Cast Members			
3.	MOM		3
4.	NICOLE		4
1.	SHIRA		1
Costumes			
	BLUE DRESS		1015
Set Dressing			
	SWING		1026

### 8.4-13 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 5.2 Importing Characters and Breakdown Sheets from a Screenplay Program. Please read that section carefully, especially the information about Preparing the Screenplay.

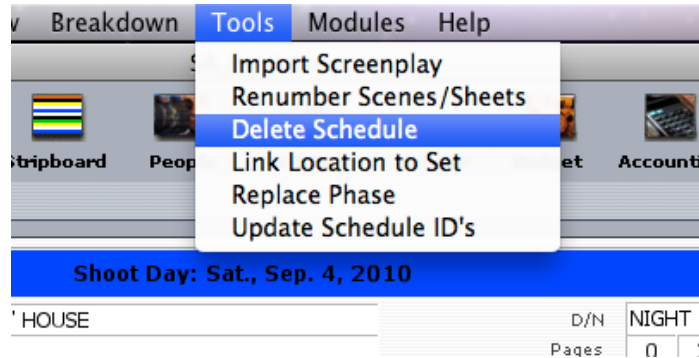
### 8.4-14 Re-Importing a Script

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.

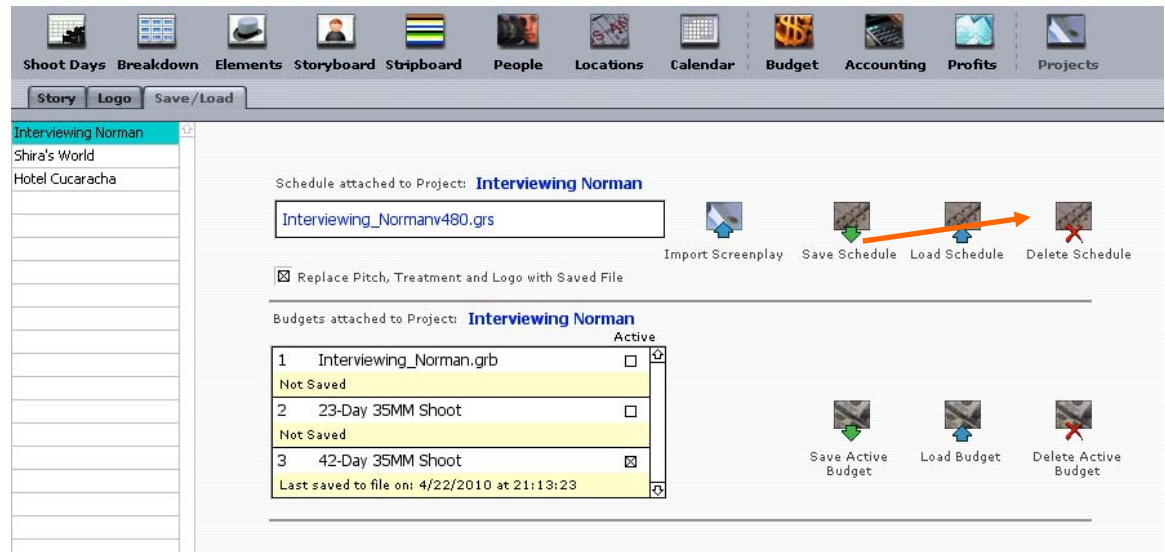
#### Deleting the Old Schedule

To delete the old schedule, do the following:

1. Make sure the appropriate project is current (See Section 4.1-3 Switching Project).
2. Select **Delete Schedule** from the **Tools** Menu of the Command Bar, or navigate to the **Save/Load** Screen from the **File** Menu.



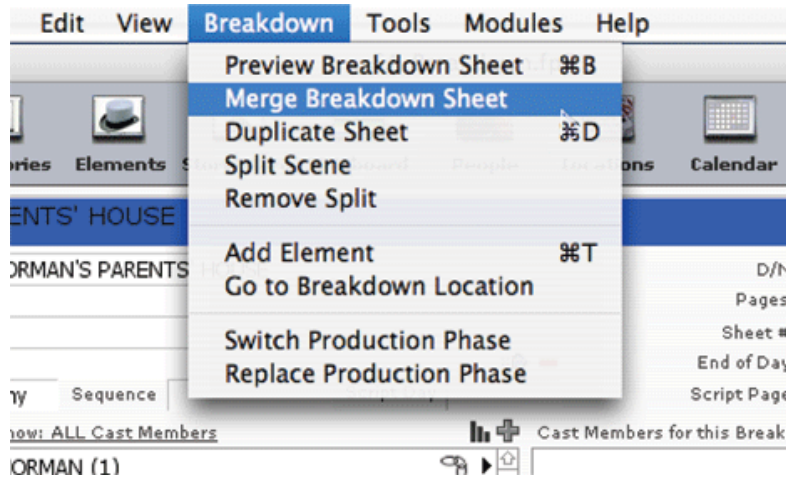
3. You will be taken to the **Save/Load** screen. Select the **Delete Schedule** button.



### 8.4-15 Merging Breakdown Sheets

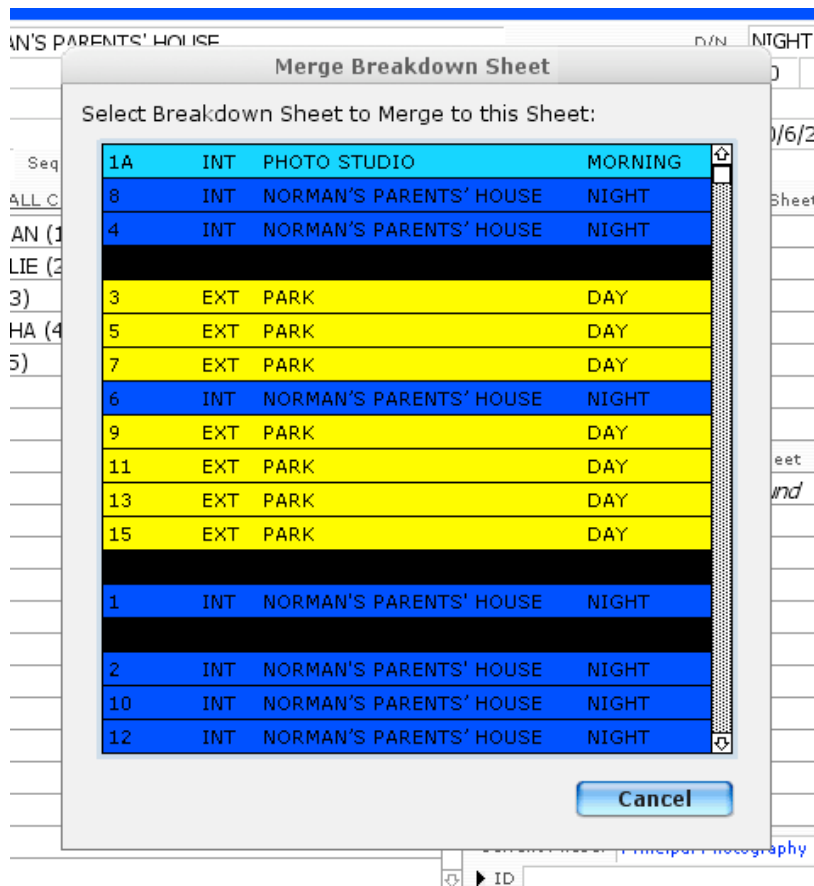
This feature allow you to merge two breakdown sheets together. Often times two breakdown sheets will be combined to create one breakdown sheet. All elements from both breakdown sheets will be merged to one.

## Scheduling



To do this, go to the Breakdown Sheets module and select the primary breakdown sheet. From the Breakdown pull-down menu select, Merge Breakdown Sheet.

A list of all the available breakdown sheets will pop-up.





Select the breakdown sheet you want to merge to the original breakdown sheet. After all elements are merged to the first breakdown sheet, the selected breakdown sheet will be deleted.

#### 8.4-16 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 8.4-6 Deleting Multiple Breakdown Sheets).

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

1. Use the Find command (select `Find` from the `Edit` menu) to find the group of breakdown sheets that are to be renumbered.
2. Use the Sort command (select `Sort` from the `Edit` menu) 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`.

#### 8.5 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

## Scheduling

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 any Scheduling screen, click the **Elements** button.



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

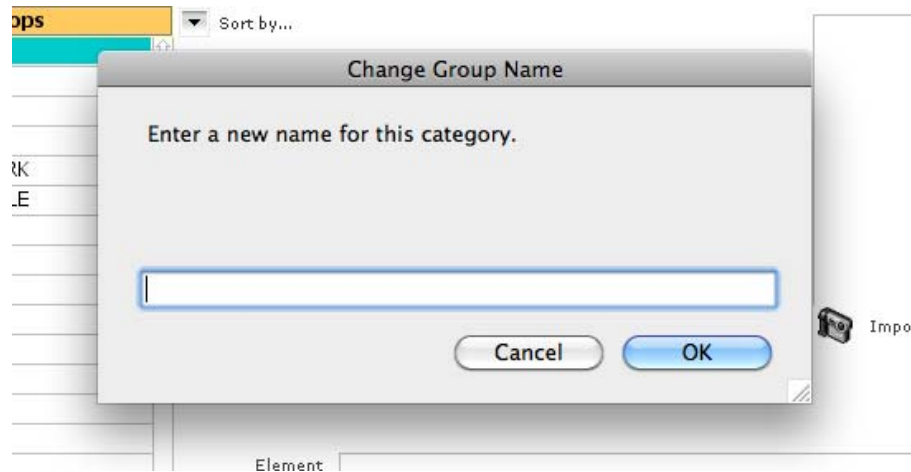
Categories	Props
<b>Cast Members (5)</b>	FORK
Extras (0)	WINE
Stunts (0)	RUBBER DUCKY
Vehicles (0)	CUPCAKE
<b>Props (6)</b>	DEVIL PITCHFORK
Special Effects (0)	SHINY RED APPLE
<b>Costumes (2)</b>	
<b>Makeup (1)</b>	
Livestock (0)	
Animal Handler (0)	
Music (0)	
<b>Sound (1)</b>	
<b>Set Dressing (2)</b>	
Greenery (0)	
Special Equipment (0)	
Security (0)	
Additional Labor (0)	
Optical FX (0)	
Mechanical FX (0)	
Miscellaneous (0)	
Notes (0)	

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

### 8.5-1 Modifying Category Names

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

To modify a category name, from the `Edit` menu select `Rename Category`.



### 8.5-2 Adding Elements to Categories

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. The category name will highlight in yellow. If there are elements attached to that category, the name of the category will highlight in blue.

The number on the right-hand side displays how many elements are attached to that category.

Elements can be displayed alphabetically or by their Element ID/Schedule ID. For cast members this will be the Schedule ID while for other elements this ID will correspond to the order the elements were created. To change the sort order, click the `Sort by...` button.

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

1. Click the appropriate category.
2. From the `File` menu, select `New Element`.
3. The `Add Elements Window` will appear.
4. Enter the name of the new element.
5. Click `Add Another`. Continue adding elements to this category as necessary.

## Scheduling

- Click **Done** when finished adding elements to this category.

### 8.6 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 8.5-1 Modifying Category Names). Elements are specific to a project.



**Important Note:** Elements can be shared from one project to another. See Section 8.6-7 Copying an Element to Another Project.

#### 8.6-1 Renaming an Element

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

#### 8.6-2 Deleting an Element

Select the element and select **Delete Element** from the **File** menu.



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

#### 8.6-3 Element Linking

Element Linking allows you to link elements together for quick entry onto breakdown sheets. For example, if you have a character called: **BLIND MAN**, and every time you see that character on a breakdown sheet you want to also have a **CANE (Prop)** and a **BLACK HAT (Costumes)**, you can link the cane and the black hat to the **Blind Man**.

To do this:

- Click on the **Linking** tab for an element.

2. Create a Link Group, for example: Blind Man Group.
3. Link elements to it on the right-hand side of the screen.

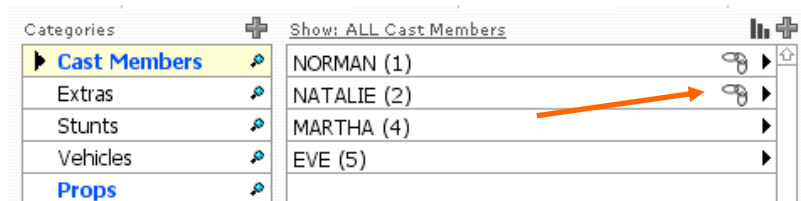


An element can have multiple groups attached to it. So for example, you can have two groups attached to the character BLIND MAN:



In the example above, the “Blind Man Can See” group is active. This means that when you attach the character BLIND MAN to a breakdown sheet, the Costume: Sun Glasses will also be attached to that breakdown sheet.

On the Breakdown Sheets screen, you can notice if an element has linked elements attached to it by the link symbol, as shown below:

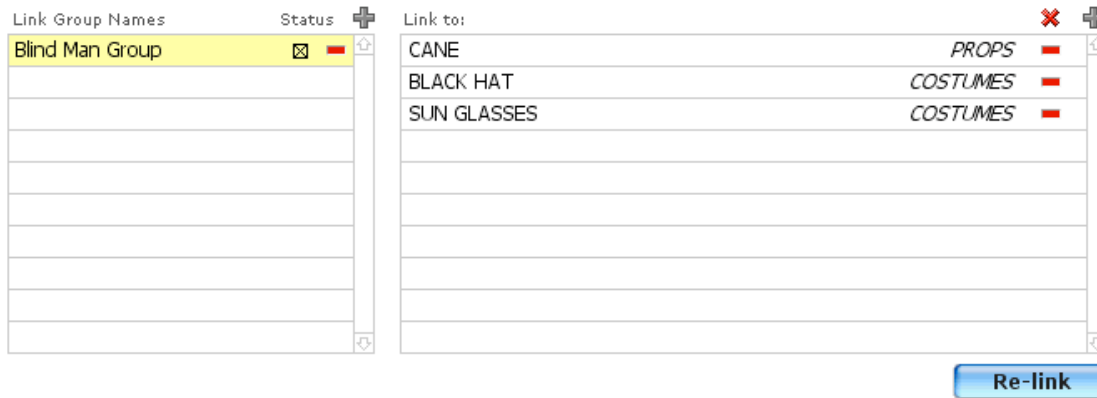


To move an element to a breakdown sheet, but NOT its linked elements, while selecting the element in the middle portal, press the `Option` key.

If you have already entered an element on many breakdown sheets and want to link an element or multiple elements to that element, you can use the `Re-link` button.

For example, let’s say that when you created the group Blind Man Group and linked the elements CANE and BLACK HAT to that group, you forgot to also add SUN GLASSES to that group. To fix this, add the element to the group and then click the `Re-link` button as shown below. This will add the element SUN GLASSES to all breakdown sheets along with the CANE and BLACK HAT to the Blind Man Group.

## Scheduling

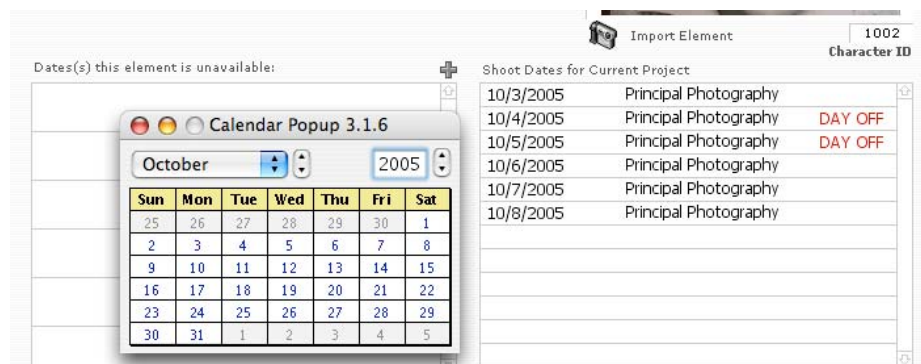


### 8.6-4 Element Blackout

Element Blackout allows you to flag any element that is not available for a certain day or days, which can therefore warn you that it is not available for your shoot.

For example, if a certain actor is not available for six days during your production, you can enter those dates in the Blackout screen and enter the reason for the conflict. If you schedule that actor for any of those dates, when updating the stripboard or running a scheduling report, Gorilla will warn you that there is an element conflict.

You can enter blackout dates for any element on the Blackout tab.



### 8.6-5 Element Day out of Days (DOOD)

To modify Day out of Days preferences for a particular element, do the following:

1. Select the DOOD tab.
2. The Element Day out of Days 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									

## Scheduling

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*).

### 8.6-6 Element Detail

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 **Manager** tab.

Categories	Props
Cast Members (5)	FORK
Extras (0)	WINE
Stunts (0)	RUBBER DUCKY
Vehicles (0)	CUPCAKE
Props (7)	DEVIL PITCHFORK
Special Effects (0)	<b>MATCHES</b>
Costumes (2)	SHINY RED APPLE
Makeup (1)	
Livestock (0)	
Animal Handler (0)	
Music (0)	
Sound (1)	
Set Dressing (2)	
Greenery (0)	
Special Equipment (0)	
Security (0)	
Additional Labor (0)	
Optical FX (0)	
Mechanical FX (0)	

Sort by...

Category: 1005 Props

Schedule ID: 1018 **MATCHES**

Project: Interviewing Norman

Daily Rate: \$0

Import Picture

---

Element Detail: These matches have a red flame on the cover and say, "H.A.M.E.". The tag line says, "Matches for the ignited mind!"

Materials Needed:


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 Art, Breakdown, Linking, Blackout or DOOD screens, find the desired element.
2. Click  and choose the desired JPEG, GIF, BMP, or PNG file.

Element pictures print on the following reports:

1. Elements [Pictures]
2. Art Department

### Element Rate


You can attach a rate to any element. This is useful for two reasons: You can print a Category Budget Report (shown below) which will summarize how much your elements will cost.

<b>Principal Photography</b>	
Shoot Date: <b>10/3/2005</b>	
Cast Members	
5. EVE	\$150
4. MARTHA	\$125
2. NATALIE	\$225
1. NORMAN	\$250
<i>Total Cost for Shoot Day</i>	750.00
Shoot Date: <b>10/4/2005</b>	
Cast Members	
2. NATALIE	\$225
1. NORMAN	\$250
Props	
RUBBER DUCKY	\$25
Set Dressing	
PARK BENCH	\$0
<i>Total Cost for Shoot Day</i>	500.00

You can also prepare these elements for import into Gorilla's Budgeting module via Smart Entry (See Section: Smart Entry).

To enter a rate for an element, go to that element and enter a rate in the Daily Rate field.

Category	1001	Cast Members
Schedule ID	1	<b>NORMAN</b>
Project	Interviewing Norman	
Daily Rate	\$250	



## Scheduling

### 8.6-7 Copying an Element to Another Project

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

1. Go to the Elements Manager screen and find the desired element.
2. From the **Edit** menu, select **Copy Element**.
3. A list of projects will appear.
4. Select the project to which the element is to be copied.

This will not work for characters.

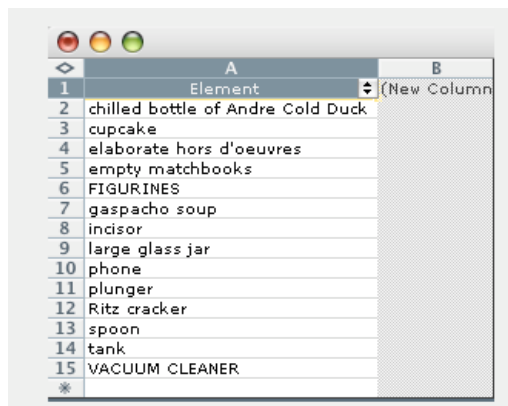
### 8.6-8 Importing Elements from Another Source

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

#### Preparing the File

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

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



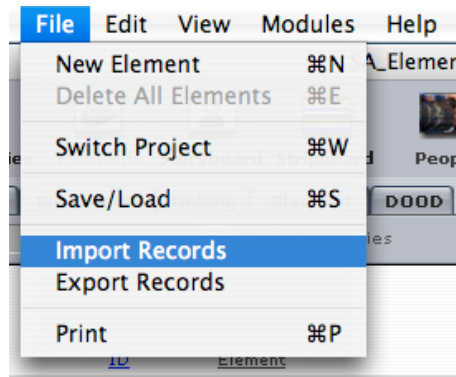
	A	B
1	Element	(New Column)
2	chilled bottle of Andre Cold Duck	
3	cupcake	
4	elaborate hors d'oeuvres	
5	empty matchbooks	
6	FIGURINES	
7	gaspacho soup	
8	incisor	
9	large glass jar	
10	phone	
11	plunger	
12	Ritz cracker	
13	spoon	
14	tank	
15	VACUUM CLEANER	
*		

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 Elements

To import elements, do the following:

5. Select **Import** from the **File** Menu on the Command Bar.



6. Select `Import Records`.
7. Select the appropriate Category and click `Continue`.
8. Locate the file and click `Open`.

### 8.6-9 Exporting Elements to Another Source

To export elements, do the following:

1. Select `Export Records` from the `File` Menu on the Command Bar.
2. An Export Map will appear (See Section 2.3 Exporting).
3. Clicking `Export Found` will export all the found elements. To export all the elements for all projects, click `Find All` and then click `Export All`.

## 8.7 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, click the `Storyboard` button on any of the Scheduling screens.





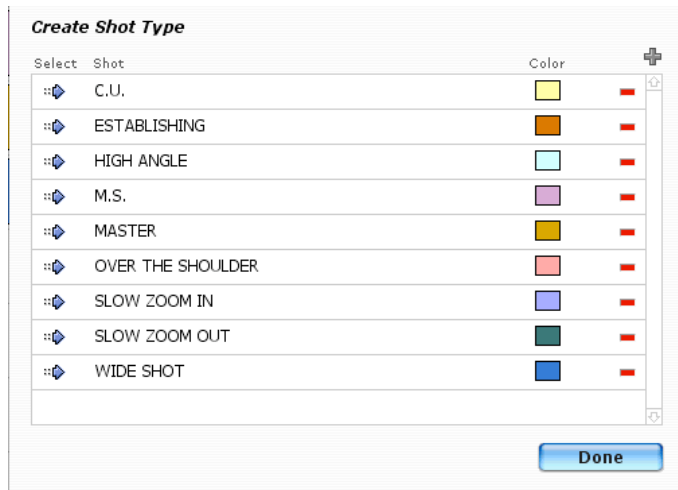
### 8.7-1 Shots


You can add multiple shots to a breakdown sheet.


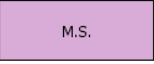



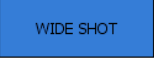
To add a shot to a breakdown sheet, do the following.

## Scheduling

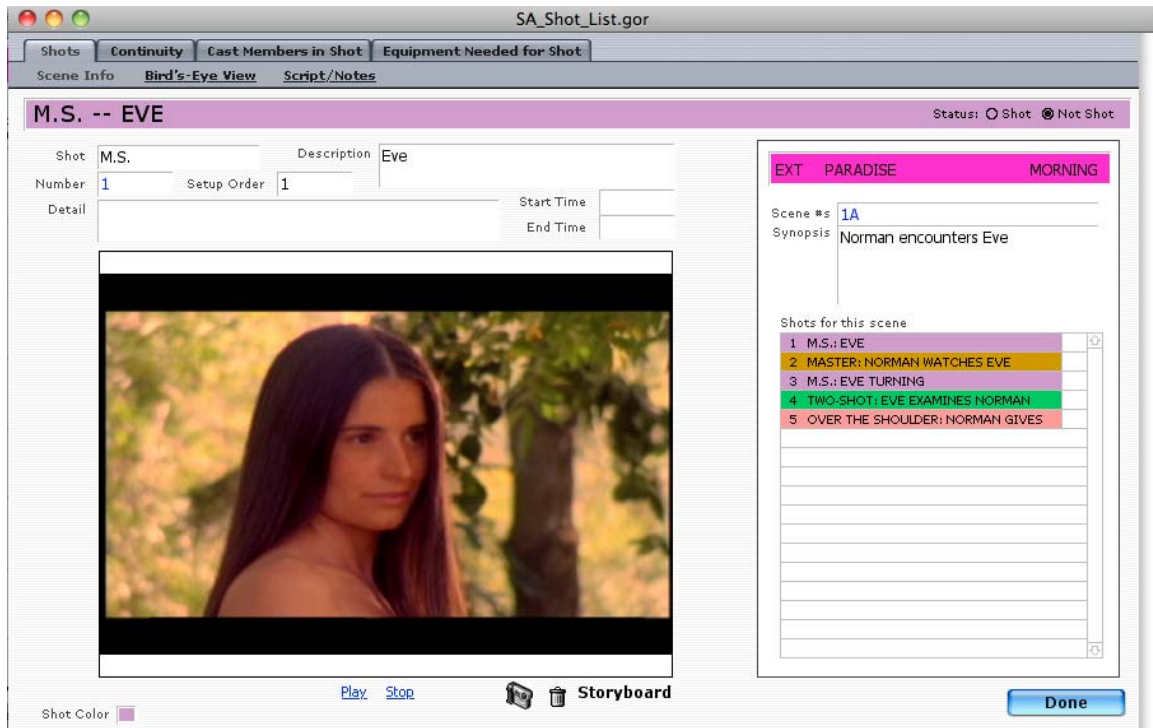
1. Click .
2. Select an existing shot from the available list of shots by clicking on the  next to the shot.



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

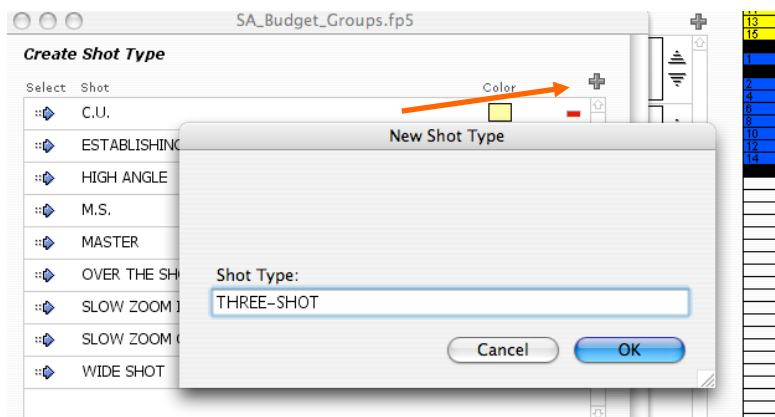
Go To	Script Order	Shot Type	Description
	1	 M.S.	BUSINESS LAUGHING
	2	 MASTER	OPEN CAPE
	3	 WIDE SHOT	NORMAN CHECKING OUT EVE

You will be taken to the Storyboard tab.



Here you can enter detail information for the shot and import a picture for the shot.

To create a new shot type that is not in the existing list of shots, when creating the shot, click on the **+** to enter a new shot type:



Enter the new shot type and click **OK**. That shot type will now be available for other shots.

If you just want to use a shot type that is already in the list, click the **▶** next to that shot.

## Scheduling

### Order vs. 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 15.1-9 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/Notes

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

### Import Picture

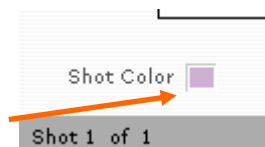
To import a picture or storyboard, click . To remove one, click .

### Shot/Not Shot

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

### Shot Color

You can customize the shot colors from a color palette of 45 colors. To modify the color of a shot, click the Shot Color box on the bottom left-hand side of the screen.



## 8.7-2 Continuity


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

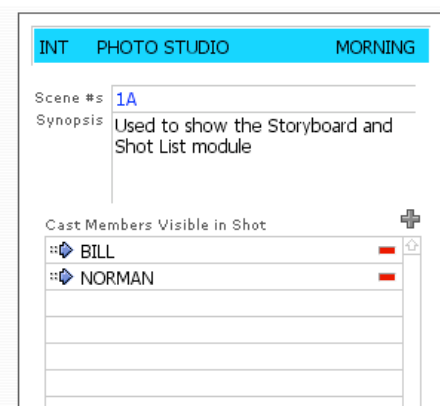
Continuity tracking allows you to take snapshots on the set of current shots. This is important if you ever have to come back to that shot for framing, lighting, or placement of objects.

### 8.7-3 Cast Members in Shot

You can attach cast members to your shots. This enables you to run a Cast Members in Shot report which tells you which actors are needed for which shots.


To attach a cast member to a shot, do the following:

1. Click on the Cast Members in Shot tab.
2. On the right-hand side of the screen, click on the .
3. Select a Cast Member from the list of characters.



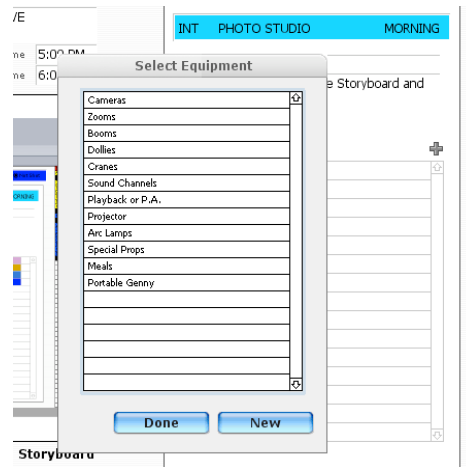
### 8.7-4 Equipment in Shot

You can attach equipment to any shot and then print out an Equipment Needed for Shot report.

1. To attach a piece of equipment to a shot, do the following:
2. Click on the Equipment Needed for Shot tab.
3. On the right-hand side of the screen, click on the .

Select a piece of equipment from the list.

## Scheduling



To add a new piece of equipment that is not on the list, select **New**. You will be taken to the Value Lists screen where you can add equipment to the Equipment value list.

### 8.7-5 Rearranging Shot Order

When in the main Storyboard screen, there are a few ways to move shots around.

#### Using the Up and Down Arrows

Using the up and down arrows, you can move a shot up or down.

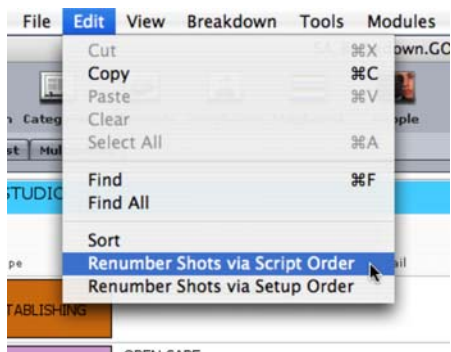
Clicking the up arrow in the second shot (see example to the right), will move that shot up one and consequently move the shot above it to its former position.

Setup Order	Thumbnail	Timeline
1	[Thumbnail 1]	7, 9, 11, 13, 15
2	[Thumbnail 2]	1, 2, 4, 6, 8, 10, 12, 14
3	[Thumbnail 3]	
4	[Thumbnail 4]	

#### Renumber all Shots

To renumber all shots for a scene, select one of the **Renumber** options from the **Edit** menu.

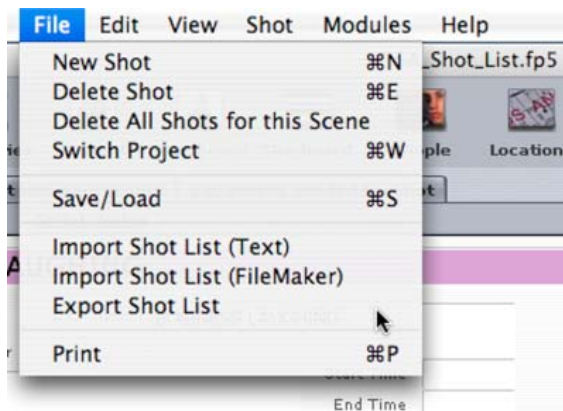




This will renumber all shots for the scene according in the Script Order field or the Setup Order field, depending on the option you choose.

### 8.7-6 Exporting/Importing Shots

You can export shots to another source by selecting `Export Shot List` from the `File` menu.

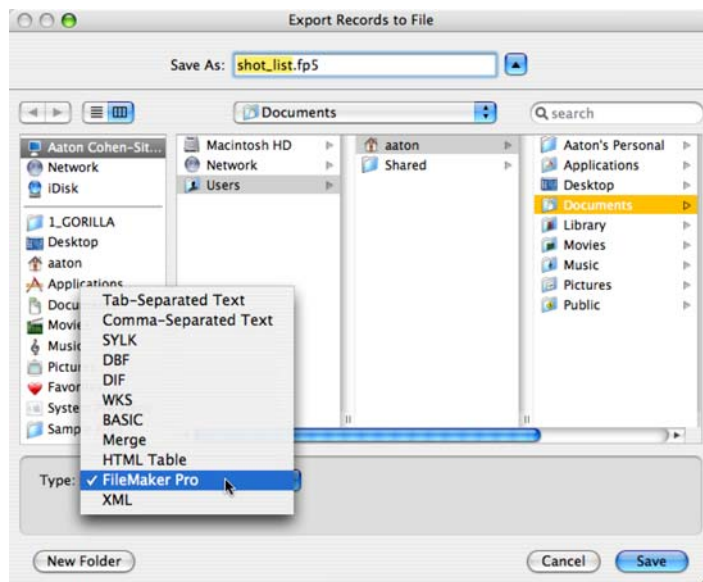


You have two options when exporting your shot lists. You can export to a text file or a FileMaker Pro 6 file. The FileMaker Pro 6 file will include the JPG, GIF, BMP, or PNG file containing the actual storyboards.

## Scheduling



When the export dialog box appears, you need to select the appropriate Type from the pop-down menu, as shown below:



You can also import shots lists (text-only) from another source.

### 8.7-7 Multimedia

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.

## 8.8 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 the `Stripboard` button from 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 8.2 Production Phases).

Gorilla requires that each Stripboard Scenario have a name. When first entering the stripboard, a board named `Default` will be created for your schedule. To load a different board scenario, select `Load Scenario` from the Stripboard menu.



### 8.8-1 Sorting the Strips

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 choose `Sort By...`



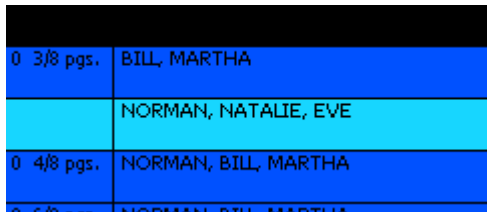
## Scheduling

Color	I/E	D/W	Location	Set	Scene No.	Sheet No.	Character	Pages Ascending	Pages Descending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>1st Sort Order</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>2nd Sort Order</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>3rd Sort Order</i>

Sort by: **Custom Sort**

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

- Color
- I/E
- D/W
- Location
- Set
- Scene No.
- Sheet No.
- Character
- Pages Ascending
- Pages Descending

Explanation of the Default Sort Orders	
Order	Description
Color	<p><b>8.8-2</b> 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 8.8-10 Schedule ID's or Names on the Stripboard</p> <p>By default, when viewing and printing stripboards, schedule ID's for cast members are displayed for each strip indicating that the cast member related to that schedule ID is in that scene or scenes.</p> <p>This shows schedule ID's separated by commas.</p>  <p>You can insert the cast member names instead of the schedule ID's.</p> <p>To do this, go to the Preferences for Strips and select the Character Names button.</p>  <p>When you return to the stripboard (and corresponding breakdown sheets), the cast member names will appear in this field.</p>  <p>Selecting Colors for the Stripboard for more information.</p>

## Scheduling

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 11 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.

### 8.8-3 Customizing Stripboard Sort Order

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

#### Full Board, Side-by-Side, and Multiple Days

There are three ways to view the strips: Full Board, Side-by-Side, and Multiple Days 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 Full Board

To move a strip in Full Board, do the following:

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

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

	1A	INT PHOTO STUDIO Used to show the Storyboard and Shot List module	MORNING		1, 2, 5
-- END OF DAY 1 -- Tuesday, October 4, 2005					
3	3	EXT PARK	DAY	0 4/8 pgs.	1, 2
5	5	EXT PARK	DAY	0 5/8 pgs.	1, 2
7	7	EXT PARK	DAY	0 4/8 pgs.	1, 2
9	9	EXT PARK	DAY	0 1/8 pgs.	2
11	11	EXT PARK	DAY	0 2/8 pgs.	1, 2
13	13	EXT PARK	DAY	0 3/8 pgs.	1, 2
15	15	EXT PARK	DAY	0 2/8 pgs.	1, 2
-- END OF DAY 2 -- Wednesday, October 5, 2005					
1	1	INT NORMAN'S PARENTS' HOUSE	NIGHT	0 2/8 pgs.	1
-- END OF DAY 3 -- Thursday, October 6, 2005					

In the example above, Scenes 5 and 7 are highlighted. If you Alt-Click (Windows) or Option-Click (Macintosh) and HOLD, and then select Scene 11, Scenes 5 and 7 will be moved BELOW Scene 11.

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

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

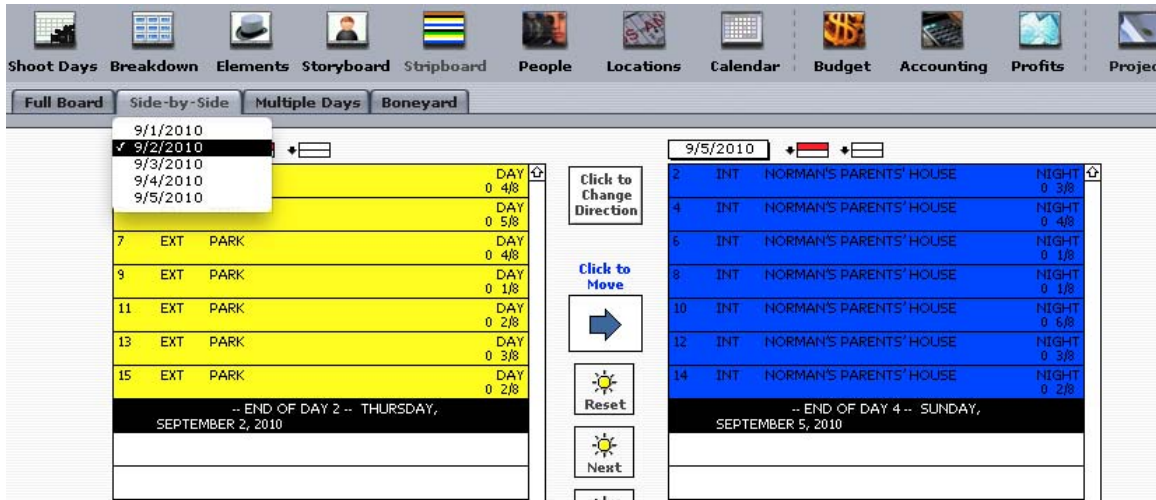


**Important Note:** Make sure to hold down the Alt Key (Windows) or Option Key (Mac) until after the strip has moved. If the key is not held down long enough, the strip will not move.

### Moving Strips in Side-by-Side Layout


Side-by-Side 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.

## Scheduling



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 

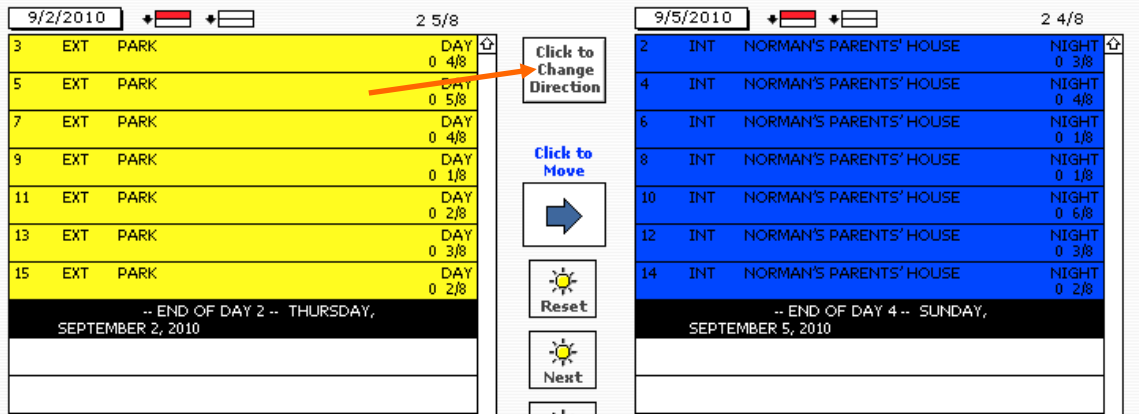
The selected strip(s) on the left will move to below the green strip on the right. To make the selected strips appear *above* the green strips, click the green strip again, and the arrow will point up.



**Important Note:** You cannot add day breaks in Side-by-Side or Multiple Days view. You can only add day breaks on the Full Board.

You can also change the direction of the columns so that you copy from the right column to the left column. To do this, click the Change Direction button, as shown below.

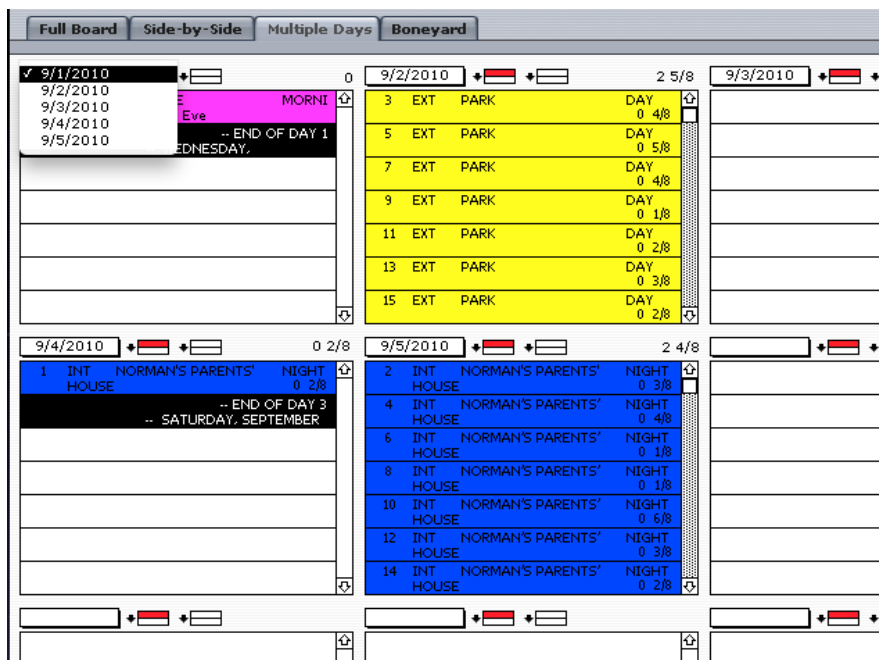




The blue arrow will change directions and point from right to left.

### Moving Strips Multiple Days

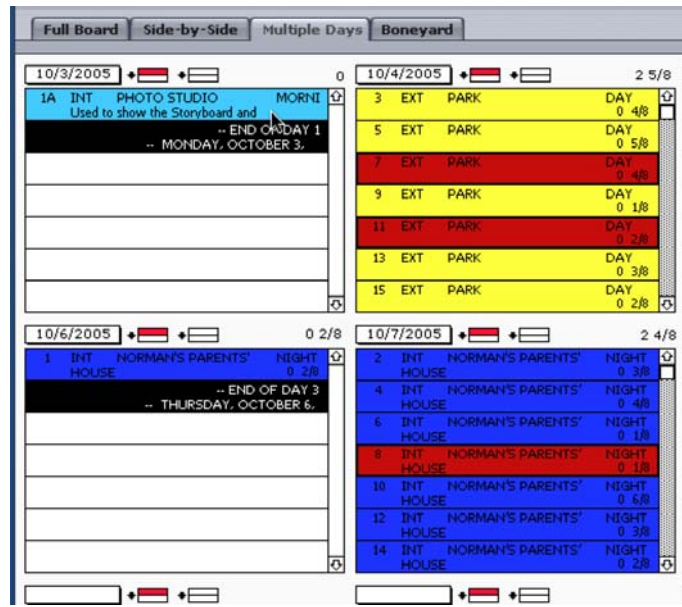
Multiple Days displays the strips for nine different days. Choose the days from the pop-up menu above each column.



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.

So for example, the diagram below shows that scenes 7 and 9 are selected from the date: 10/4 and Scene 8 is selected from date: 10/7. If we Alt-Click (Windows) or Option-Click (Macintosh) Scene 1A, then Scenes 7, 9 and 8 will be moved beneath Scene 1A on the shoot date: 10/3.

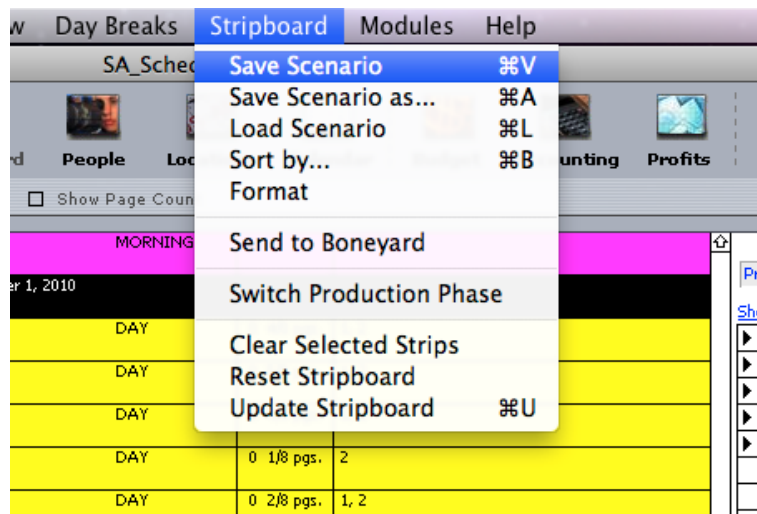
## Scheduling



### 8.8-4 Save/Load a Stripboard Scenario

To save a stripboard scenario, select **Save Scenario** from the Stripboard menu. To save multiple scenarios, click **Save As** and rename the stripboard.

To load a stripboard, select **Load Scenario** from the Stripboard menu.



Click  next to the desired stripboard scenario.



**Important Note:** Make sure to save the stripboard scenario before leaving Gorilla. If it is not saved, the order will be lost.

### 8.8-5 Scrolling Up and Down the Stripboard

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

### 8.8-6 Adding Day Breaks

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

#### Entering Day Breaks One Day at a Time

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

Shoot Days		+	+	+
▶	10/4/05	+	1	⬆
▶	10/5/05	+	2	
▶	10/6/05	+	3	
▶	10/7/05	+	-	
▶	10/8/05	+	-	
▶	10/9/05	+	4	

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 10/4/05 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.

<b>13</b>	13	EXT	PARK	DAY	0 3/8 pgs.	1, 2
<b>15</b>	15	EXT	PARK	DAY	0 2/8 pgs.	1, 2
-- END OF DAY 2 -- Tuesday, October 4, 2005						

Notice that the + (green) turned + (blue).

Shoot Days		+	+	+
▶	10/4/05	+	1	⬆
▶	10/5/05	+	2	
▶	10/6/05	+	3	
▶	10/7/05	+	-	
▶	10/8/05	+	-	
▶	10/9/05	+	4	

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
+ (blue)	Shoot day already set on stripboard
+ (red)	Off day or holiday. Day not available to set as an End of Day.

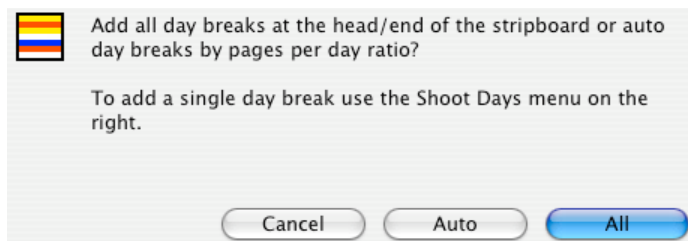
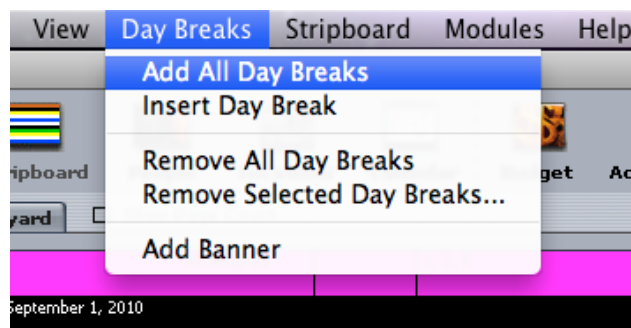
## Scheduling

Explanation of Buttons in the Shoot Days Window:	
Button	Indicates/Function
+ (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**.

19	19	INT	AMANDA'S BEDROOM
			-- END OF DAY 1 -- Thursday, July 1, 2004
			-- END OF DAY 2 -- Friday, July 2, 2004
			-- END OF DAY 3 -- Saturday, July 3, 2004
			-- END OF DAY 4 -- Monday, July 5, 2004
			-- END OF DAY 5 -- Tuesday, July 6, 2004

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.

When adding all day breaks place them at the head of the stripboard

Notice how Gorilla did not add Sunday, July 4<sup>th</sup>, 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.

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

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

Auto day breaks set to: .....

If pages per shoot day exceed Max page break, push strip to next day

### 8.8-7 Moving Day Breaks

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

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

Notice that Jan. 2 appears before Jan. 1.

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

### 8.8-8 Removing Day Breaks

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

## Scheduling

### 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.
3. To update the stripboard, select Update Stripboard from the Stripboard menu.



**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.

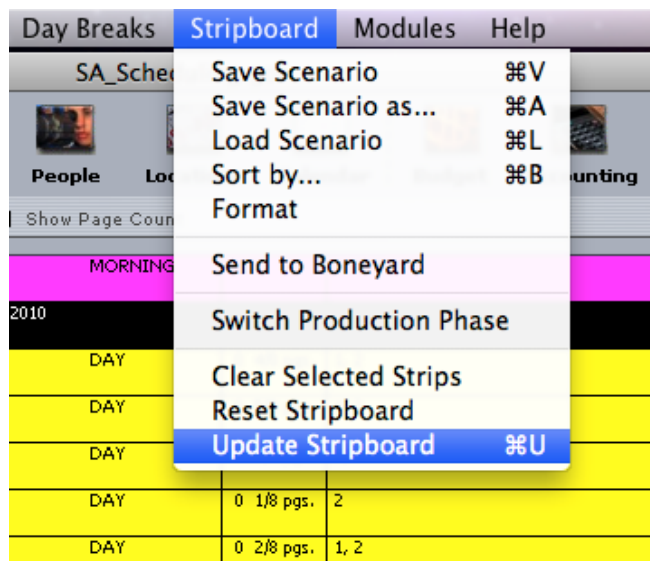
### Removing All Day Breaks

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.



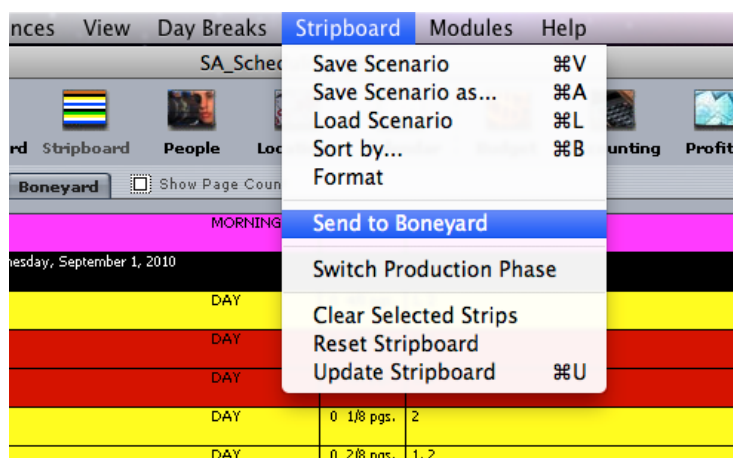
## 8.8-9 The Boneyard

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 on the Full Board screen.
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. Select the **Boneyard** tab.
2. Click the desired strip.

### 8.8-10 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. Select **Add Banner** from the **Day Breaks** Menu on the Command Bar.
2. Enter text for the banner.

The banner will appear on the stripboard with a brown color, as shown below:

## Scheduling

5	5	EXT	PARK	DAY	0 5/8 pgs.	1, 2
7	7	EXT	PARK	DAY	0 4/8 pgs.	1, 2
MOVE TO EAST SIDE OF PARK						
9	9	EXT	PARK	DAY	0 1/8 pgs.	2
11	11	EXT	PARK	DAY	0 2/8 pgs.	1, 2

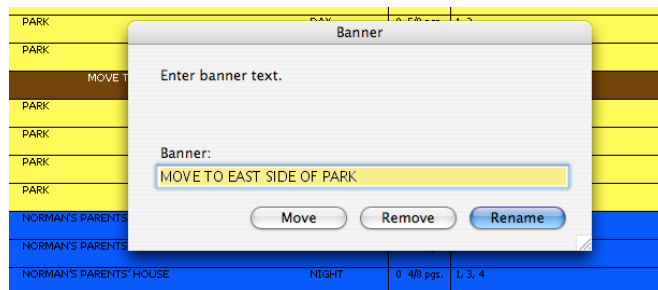
### Modifying a banner

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

1. Click the desired banner on the Full Board screen.
2. Enter new text.
3. Click Rename.

### Moving a Banner

On the Full Board, 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 on the Full Board and then click **Remove**.

## 8.8-11 Schedule ID's or Names on the Stripboard

By default, when viewing and printing stripboards, schedule ID's for cast members are displayed for each strip indicating that the cast member related to that schedule ID is in that scene or scenes.

This shows schedule ID's separated by commas.

0 3/8 pgs.	3, 4
	1, 2, 5
0 4/8 pgs.	1, 3, 4
0 2/8 pgs.	1, 3, 4

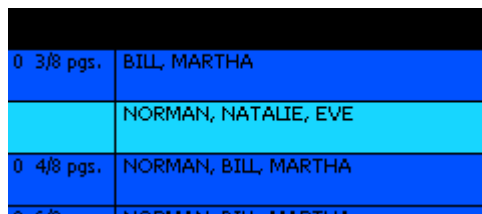
You can insert the cast member names instead of the schedule ID's.



To do this, go to the Preferences for Strips and select the Character Names button.

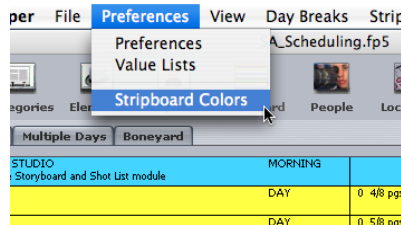


When you return to the stripboard (and corresponding breakdown sheets), the cast member names will appear in this field.



### 8.8-12 Selecting Colors for the Stripboard

To modify the colors for the strips, select Stripboard Colors from the Preferences menu.



The stripboard is preset with the following color scheme:

Current Colors & Labels for Stripboard:

Set Labels	DAY	NIGHT	MORNING	EVENING	DUSK	AFTERNOON	SUNRISE	SUNSET	MIDNIGHT	EMPTY 1	EMPTY 2	EMPTY 3
INT												
EXT												
INT/EXT												
INT CAR												

Day Break 
 Banner Break

Select box above to change color.

Select new color for highlighted box:

## Scheduling

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*.

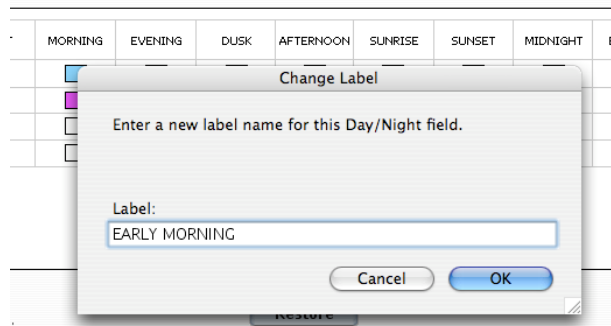
You can modify the labels of the D/N fields and the I/E fields. Gorilla comes with 4 pre-set labels for these fields:

- a) English
- b) Spanish
- c) French
- d) German

To change the labels to any of these languages, select the appropriate flag.



To customize the name of the label, click on the label and then modify the name:



In the above example, the MORNING label is being changed to EARLY MORNING.

### 8.8-13 Printing the Stripboard

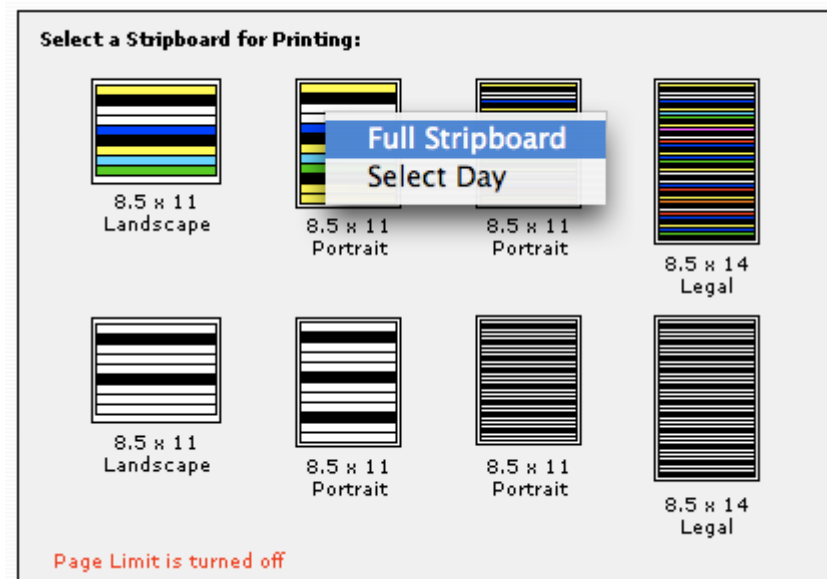
To print your stripboard, select *Print* from the *File* menu and select *Scheduling* from the *Select Module* pull-down menu and then *Stripboard* from the *Select Report* pull-down menu.

Click  .

It is important to Update your stripboard before you print the stripboard, especially if you have made any changes to the stripboard.

When the stripboard print dialog box appears, you have 8 print options to print the stripboard ranging from black and white, color, portrait, legal or landscape.

You also have the option of printing the stripboard for a specific shoot day or for the entire production phase.



## 8.9 Saving/Loading Schedules

### 8.9-1 Save Schedule

To save a schedule, do the following:

1. Select *Save/Load* from the *File* Menu on the Command Bar.
2. Click the *Save Schedule* button.



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.

## Scheduling



**Important Note:** *If you have an actor or a crew member that is not attached to the schedule you are saving, that person will not be saved in their .grs schedule file.*

### 8.9-2 Load Schedule

To load a schedule, do the following:

1. Select Save/Load from the File Menu on the Command Bar.
2. Click the Load Schedule button.



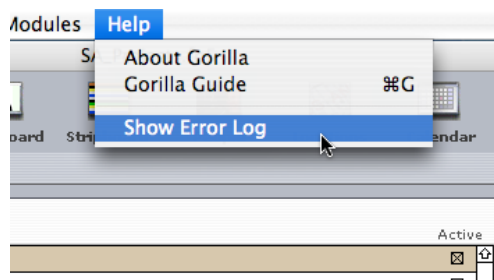
3. Find the desired Gorilla schedule. This file will have the .grs extension.



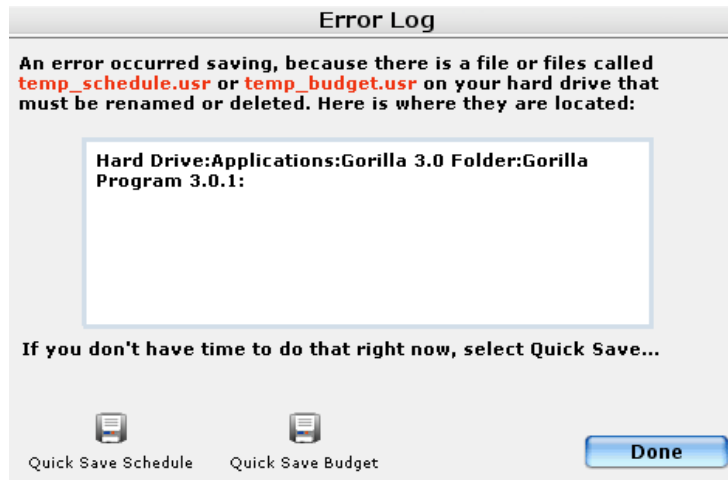
**Important Note:** *Loading a schedule will replace the active schedule. A schedule that has more than 48 shoot days cannot be loaded into Gorilla Standard or Student Edition. A schedule with more than 14 shoot days cannot be loaded into Gorilla Student Edition.*

### 8.9-3 Error Log

If an error appears when trying to save a schedule or a budget, view the error log by selecting Error Log from the Help Menu on the Command bar.



The most common save error is the existence of more than one temp\_schedule.usr file on the hard drive. The solution is to delete the files, or click Quick Save on the Error Log Screen. Quick save requires the user to enter a name and location to save the budget or schedule.



# Budget

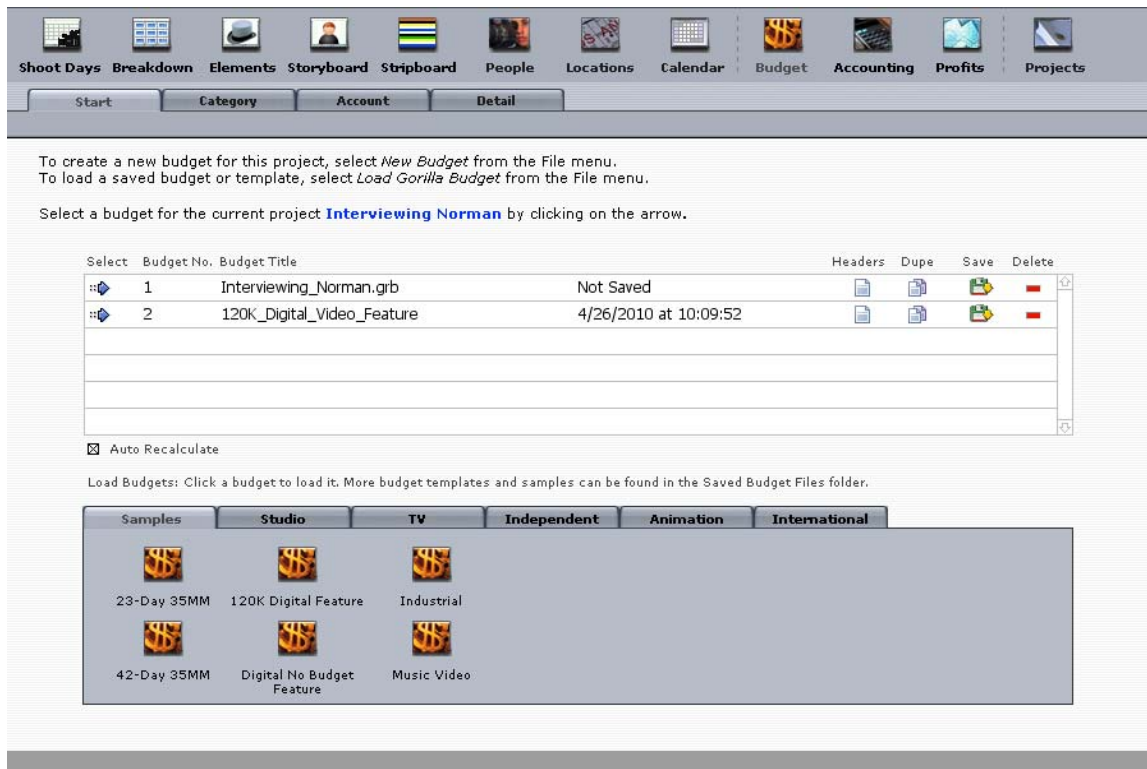
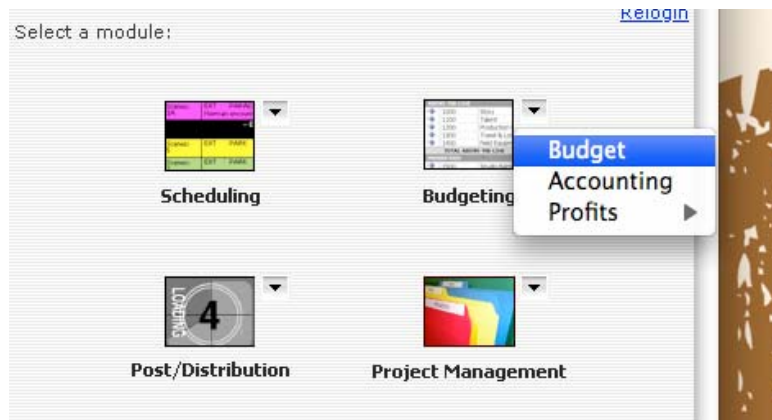
## 9. Budget

Gorilla comes preinstalled with sample budgets which can be customized. The Budgeting Module also has some powerful features like attaching subgroups and locations to line items, customizing captions, comparing two budgets within a project, globals, fringes and more.

### 9.1 Creating a Budget From Scratch

From the Main Menu select the Budgeting arrow and then select Budget.

The Budget Selector Screen will appear. From the File menu select New Budget.



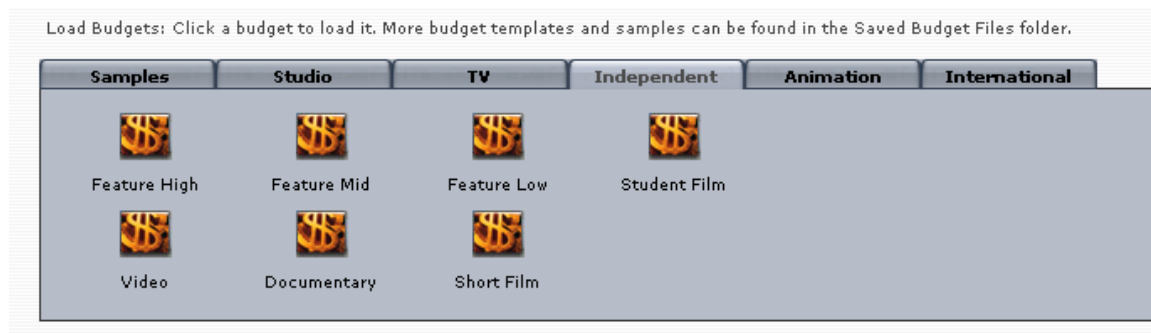
Enter a name for the budget and start entering categories and accounts.

It is much easier, however, to use one of Gorilla's budget templates to start your budget which you can then customize to fit your own needs.

To continue, click  next to the budget name.

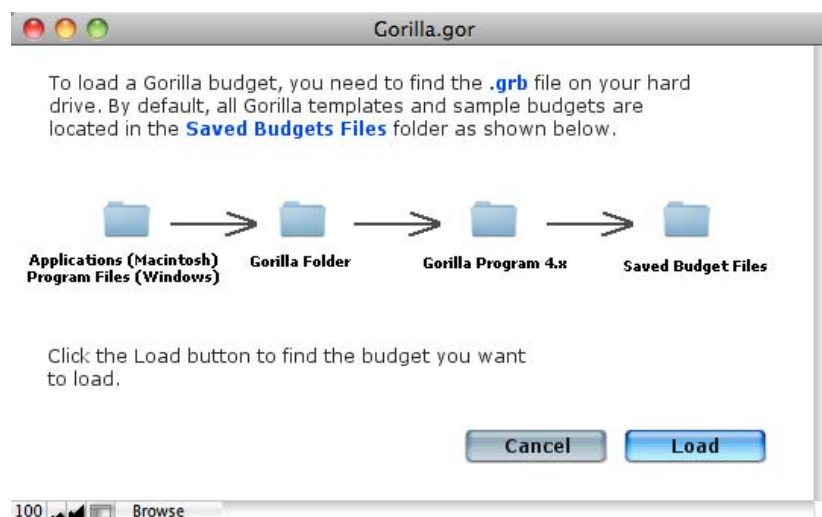
## 9.2 Loading a Budget

To load a budget template using the budgets visible in the tabs shown, just select the budget. It will automatically load.



The budgets seen in these tabs are just a small sampling of all the budgets that come with Gorilla. To load a different budget, do the following:

1. Select Load Gorilla Budget from the File menu.
2. Navigate to the Saved Budget Files Folder.



3. Select a Sample Budget.

## 9.3 The Budget Structure

The budget is divided into three tiers. They are:

1. Categories (Top Sheet)

## Budget

2. Account Level (2<sup>nd</sup> Tier)
3. Detail Line Items (3<sup>rd</sup> Tier)

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

To navigate between these tiers, use the Budget tabs, as shown below:



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.

### 9.3-1 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.





### 9.3-2 Viewing All Parts at Once

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

Shoot Days Breakdown Elements Storyboard Stripboard People Locations Calendar Budget Accounting Profits Projects									
Start		Category		Account		Detail		Auto Recalculate Off	
Top Sheet		Above-The-Line		Production		Post Production		Other Percentages CUME: \$359,918	
<b>ABOVE-THE-LINE</b> Add									
5200-00	PRODUCER								\$9,600
5300-00	SCRIPT								\$7,300
5400-00	DIRECTOR								\$8,000
5500-00	CAST								\$16,747
<b>TOTAL ABOVE-THE-LINE</b>									\$41,647
<b>PRODUCTION</b> Add									
5600-00	FILM STOCK								\$16,541
5700-00	LAB								\$21,424
5800-00	CAMERA								\$9,033
5900-00	EXPENDIBLES								\$1,050
6000-00	SOUND								\$3,560
6100-00	PRODUCTION TRANSFERS								\$3,600
6200-00	LIGHT/GRIP PACKAGE								\$7,900
6300-00	DOLLY								\$2,400
<b>TOTAL PRODUCTION</b>									\$211,560
<b>POST PRODUCTION</b> Add									
7900-00	FILM EDITING								\$37,338
8000-00	REPRINTS & PICKUP SHOTS								\$3,000
8100-00	SOUND EDITING								\$12,450
8200-00	ADR								\$4,200
8300-00	FOLEY								\$1,600
<b>TOTAL POST PRODUCTION</b>									\$106,711
<b>OTHER</b> Add									
<b>TOTAL OTHER</b>									\$0
<b>TOTAL IN-KIND</b>									\$6,750
<b>TOTAL FRINGES (already incl. in subtotal)</b>									\$0
<b>SUB-TOTAL</b>									\$359,918
<b>PERCENTAGES</b>									
<b>TOTAL PERCENTAGES</b>									\$0
<b>GRAND TOTAL</b>									\$359,918

In this view, fewer accounts per category are visible at once. Use the up and down arrows to see the hidden accounts or click on one of the budget sections (Above-The-Line, Production, Post Production, Other) to expand that section to fill the screen.

### Custom Captions

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

## Budget

**Captions & Headers**

[Set Header for the Budget](#)

Interviewing Norman  
Stolen Apple Productions  
12711 Ventura Blvd., Ste. 345  
Studio City, CA 91604

Use Logo as Header for Reports

Set Captions for the Budget.

Default Label	Display on Screen and Reports
Category	Category
Account	Account
Detail	Detail
Above-The-Line	Above-The-Line
Production	Production
Post Production	Post Production
Other	Other
Percentages	Percentages
Contingency	Contingency
Overhead	Overhead
Insurance	Insurance
Completion Bond	Completion Bond

Crew Title	Name	Phone
Producer	Todd Wade	
Director	Aaton Cohen-Sitt	
Production Manager	John Smith	
1st Assistant Director	Jim Holman	
Prepared by		

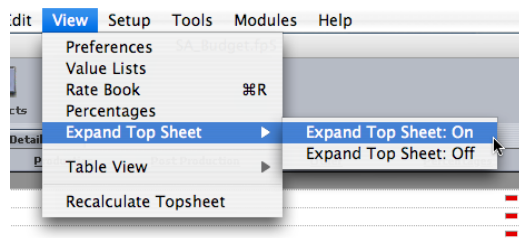
Restore Done

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

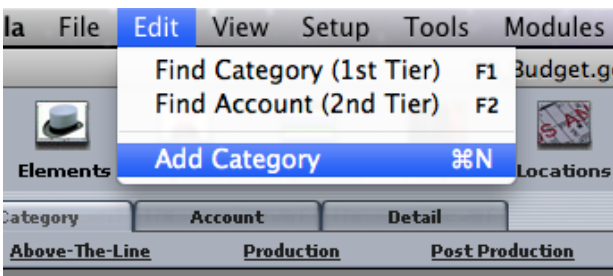
The top sheet view can be expanded vertically in order to allow the display of more line items. To do this, select **Expand Top Sheet** from the **View** menu on the Command Bar.



### 9.3-3 Adding a Category


To add a category, do the following:

1. Select **Add Category** from the **Edit** menu on the Command Bar or use the keyboard shortcut **Control-N** (Windows) or **Command-N** (Macintosh).



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

 A dialog box titled 'Select a budget section and category name.' It contains three input fields: 'Section' (a dropdown menu), 'Category ID' (a text field), and 'Category Name' (a text field). At the bottom right, there are two buttons: 'Cancel' and '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 budget section, click the Category ID in either the Top Sheet or Section View. The following dialogue box will appear:

 A dialog box titled 'Modify Category ID, Category Name, and/or move to another budget section.' It contains three input fields: 'Category ID' (a text field with '1100' entered), 'New Category' (a text field with 'Development' entered), and 'Section' (a dropdown menu). At the bottom, there are two buttons: 'Cancel' and 'OK'.

Again, a new Category ID must be unique.

### Find a Category by ID

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

## Budget

### 9.3-4 View Account Level

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

The example below shows the account level line items for the Category 5500-00 Cast. These accounts were imported using a Gorilla Template.




Acct #	Acct Title	Production	Post Production	Other	Percentages	Total
5500-01	PRINCIPALS					\$5,250
5500-02	SUPPORTING					\$4,500
5500-03	DAY PLAYERS					\$1,400
5500-04	BITS					\$1,000
5500-05	EXTRAS					\$1,875
5500-06	CASTING EXPENSES					\$2,722
CUMULATIVE						\$359,918

The totals on the right side of the screen are actually sub-totals of the line items in the detail level.

### 9.3-5 Duplicating an Account Level Item


Sometimes it is useful to duplicate an account level item (2<sup>nd</sup> 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.

### 9.3-6 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.

5500-00/5500-01 -- PRINCIPALS																			
Smart Entry ON Fringe Status OFF CUMUL: \$359,218.																			
Pay Detail	Note	In-Kind	%	Sort	Modify	Copy	Del	Dupe	Union	Group	Loc	Fringe	Global Amt Description	Amt	Units	Qty	Global Rate Description	Rate	Sub Total
Principals		<input checked="" type="checkbox"/>	100%	1								\$0	-----	3	WEEK(S)	1	-----	\$1,500	\$0
Principals		<input checked="" type="checkbox"/>	50%	2								\$0	-----	3	WEEK(S)	1	-----	\$1,500	\$2,250
Principals				3								\$0	-----	3	WEEK(S)	1	-----	\$1,000	\$3,000

3. Select Add New Detail from the Edit menu.
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.

Enter a description for this line item from the popup list or enter one into the field.

Detail from List:

Detail Field:

Amt:

Units:

X:

Rate:



**Important Note:** To customize the values in the Detail Pop-Down Menu, from the detail screen select Value Lists from the View menu to open the Value List Screen.

6. Enter a number in the Rate field.
7. Enter an Amount (AMT) and Quantity (QTY).

### 9.3-7 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, locations or vendors.

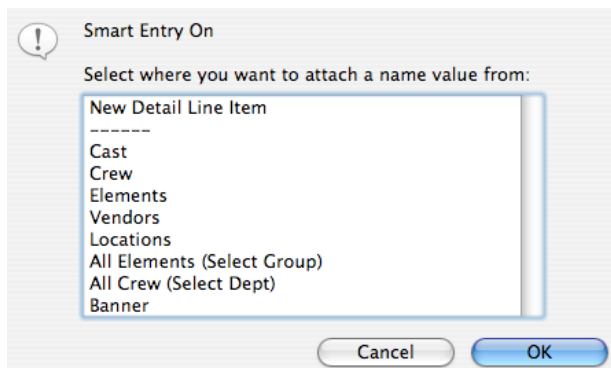
#### Turning Smart Entry On/Off

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

## Budget

		CUMULATIVE: \$366,668.	
<b>5500-00/5500-01 -- PRINCIPALS</b>			
Smart Entry <b>ON</b>		Fringe Status <b>OFF</b>	
Global Rate			
Rate			
Sub Total			

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, etc.) 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 the element's daily or weekly rate.

### Banner

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

<u>Pay Detail</u>	Note	In-Kind	%	<u>Sort</u>
<b>Director of Photography</b>	▼	<input type="checkbox"/>		1
Director of Photography:	▼	<input type="checkbox"/>		2
Prep Local	▼	<input type="checkbox"/>		3
Shoot Local	▼	<input type="checkbox"/>		4
Wrap Local	▼	<input type="checkbox"/>		5

In the example above, a banner called: Director of Photography is positioned above the detail line items and is in bold. You cannot enter a rate for a line item that is a banner.

### 9.3-8            **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 `Sort` to rearrange the line items in the new order.

<u>Sort</u>
1
2
3

## Budget

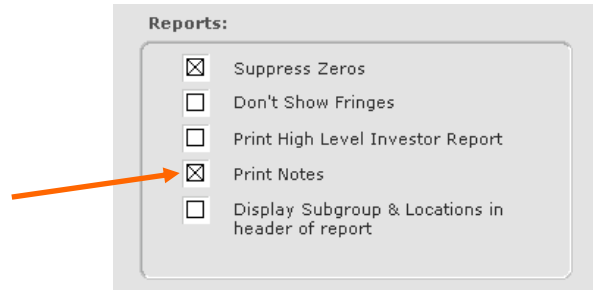
### 9.3-9 Adding Notes to Detail Line Items

To enter notes about a detail line item, select the down arrow in the notes row for that detail line item.



Notes will appear on the Detail Line Item Report.

If you do not want notes to print on the detail report, then you can turn this off in Budget Preferences by deselecting the checkbox next to Print Notes.



### In-Kind Donations

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.

Note	In-Kind	%	Sort
▼	✓	100%	1
▼	✓	50%	2
▼			3

In the example above, 50% is selected in the 2<sup>nd</sup> line item. This means half of the rate is donated, and the budget will be sub-totaled accordingly.

### 9.3-10 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.



**Select Subgroups**

Select Subgroups to Include or Exclude for Reports. By default any detail line item that does not have a group attached will be included in the report.

Subgroup	Report Status	Color	
35 MM	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Yellow	+
16 MM	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Blue	+
Video	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Red	+

**Done**

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.

rt	Modify	Copy	Del	Dupe	Union	Group	Loc	Fringe	Global Amt	Description
							Yellow	\$0	----	
							Blue	\$0	----	

In the example above, the first line item is attached to the yellow subgroup (35 MM). The second line item is attached to the blue subgroup (16 MM).

### Include and Exclude

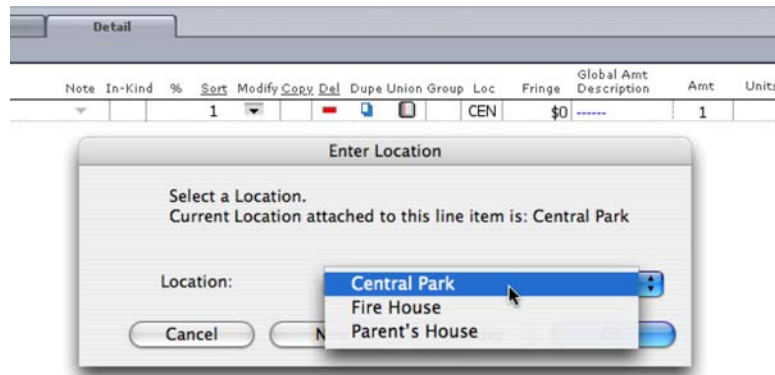
By default all subgroups are included in the budget. Subgroups can be individually excluded by selecting exclude on the subgroups screen on the desired row.

### 9.3-11 Locations

Another feature is the ability to attach a location to any detail line item. This allows you to then print your budget with only items tagged for a specific location. This is ideal if you are considering shooting in different cities, or if you just want to know how much it is going to cost to shoot all scenes at a specific location.

To attach a location to a line item, go to the detail level of the budget and click on the LOC field.

## Budget



You will be able to select a location from the existing list of locations (taken directly from the Locations module). You can also create a New location if one does not exist which will then be added to the Locations database.

To specify which locations to print, select Locations from the Setup menu. Select either Include or Exclude next to the location name. By default, all locations are included when printing the budget.

### 9.3-12 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.

CATEGORY/TOP SHEET LEVEL			ACCOUNTS LEVEL				DETAIL LEVEL							
Cat ID	Category Name	Group	Cat ID	Acct ID	Account Name	Group	Cat ID	Acct ID	Detail ID/Detail Name	Project Budget ID	Group	Rate	Sub Total	
5200-00	PRODUCER	1	5200-00	5200-01	PRODUCER	1	5200-00	5200-01	1013 Pre Production	1	1002	1	\$825	\$6,600
5200-00	PRODUCER	1	5200-00	5200-01	PRODUCER	1	5200-00	5200-01	1014 Principal	1	1002	1	\$1,000	\$3,000
5300-00	SCRIPT	1	5300-00	5300-01	RIGHTS	1	5300-00	5300-01	1015 Concept	1	1002	1	\$100	\$100

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.

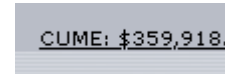
If your budget is not totaling properly, it is a good idea to check all your line items in Table View. Notice the three colored-columns. The first thing to do is to sort this view by Category ID. All instances of the Group number must match in a row on each colored group. So, in the example below, notice that in the 4<sup>th</sup> row the Group number in the green column is "2" and does not match the "1" in the yellow and red columns.

CATEGORY/TOP SHEET LEVEL			ACCOUNTS LEVEL				DETAIL LEVEL						
Cat ID	Category Name	Group	Cat ID	Acct ID	Account Name	Group	Cat ID	Acct ID	Detail ID/Detail Name	Project Budget ID	Group	Rate	Sub Total
1200	Production	1	1200	1201	Cameraman	1	1200	1201	1016	1	1001	1	
1200	Production	1	1200	1201	Cameraman	1	1200	1201	1009 Director of	1	1001	1	\$150
1200	Production	1	1200	1201	Cameraman	1	1200	1201	1013 Prep Local	1	1001	1	\$0
1200	Production	1	1200	1201	Cameraman	1	1200	1201	1014 Shoot Local	1	1001	2	\$0
1200	Production	1	1200	1201	Cameraman	1	1200	1201	1015 Wrap Local	1	1001	1	\$0

Notice also, that this row has a red X, indicating a mismatch. To fix this problem, change the "2" to a "1" so it will total in the correct category.

### 9.3-13 CUME Display

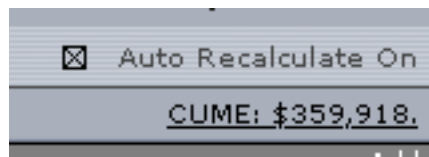
On all the budget screens, the grand total budget is visible from the CUME display.



### 9.3-14 Recalculate Budget

When entering the budget, Gorilla automatically recalculates all sub-totals, percentages, and fringes to give you an accurate total. However, this can take a few seconds or even longer depending on how many line items you have in your budget. If you are only viewing your budget or entering many line items and are not concerned with the grand total as you are working, you can turn off the auto-recalculate option and recalculate your budget manually whenever you want to do so.

You can turn on or off Auto Recalculate either from the topsheet, as shown below on the top right-hand side of the screen:










Or when selecting a budget from the Budget Selector screen, as shown below:



## 9.4 Copy Detail Line Items

A big feature is the ability to copy multiple detail level line items and paste them into another account. To do this, open a budget and go to the detail level (the third tier), which is the level you enter rates into.

Detail 	Note	Sort	Modify	Copy	Del	Dupe	Union
Salary	▼	1	▼	✓	✗		
Salary 2	▼	1	▼	✓	✗		
Salary 3	▼	1	▼		✗		

## Budget

Click in the Copy column the detail line items you want to copy to another account. A green checkmark will appear indicating that the item has been copied to the clipboard. You can select multiple items from more than one account.

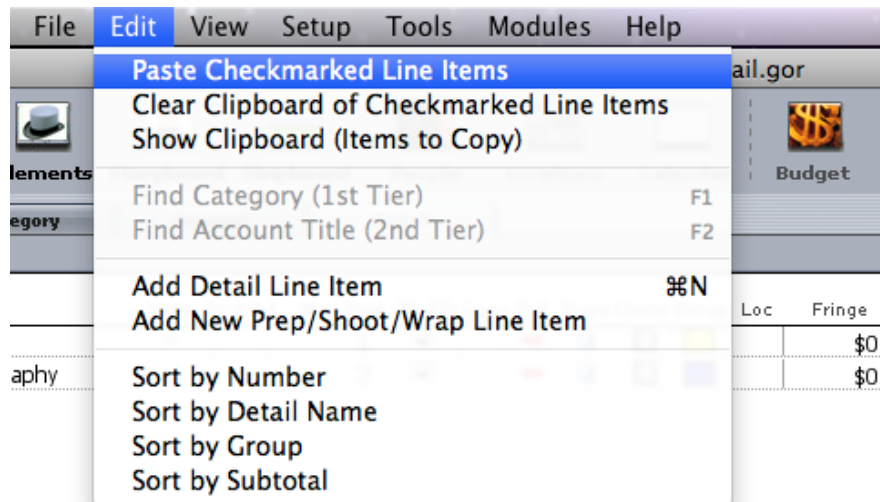
When a single line item is checkmarked, you are in Copy Mode.

**Copy Mode**

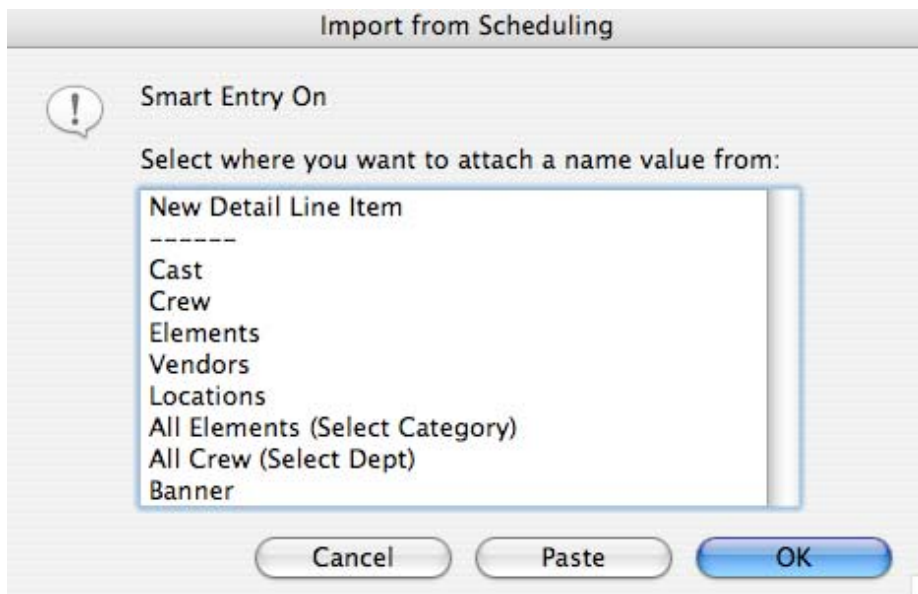
To paste the items in the clipboard to an account, go to the detail level of the account you want to paste the items to, and from the Edit menu, select **Paste Checkmarked Line Items**.

After you paste the items, you have the choice to clear the clipboard or save the clipboard in order to paste the items to another account.

You can always view what is on the clipboard by selecting **Show Clipboard (Items to Copy)** from the Edit menu. Also, to clear the clipboard of all items and get out of Copy Mode, select **Clear Clipboard of Checkmarked Line Items**.



If you go to an account which does not have any detail line items, you can still paste the contents of the clipboard to that account by selecting **Paste** in the Smart Entry dialog box instead of creating a new detail line item.




When pasting detail line items groups attached to that detail line item and fringes attached to that detail line item will also be pasted.

## 9.5 Ratebook

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

You can enter your own rates or buy rates from Jungle Software which will automatically populate your ratebook.

To select a rate, do the following:

1. Click the  on the desired line item.
2. Select one of the three available tabs (as shown below):



3. Then select a union from the available choices:



4. Select a Local # from the first pop-down menu, and then select a position. If available, select a schedule.
5. A list of rates will appear in the rate fields (Hourly, Daily, Weekly, Flat). Select a rate.

## Budget

Above-The-Line Below-The-Line User-Entered

SAG DGA WGA AFM AFTRA Background Actors Low Budget

Select value to attach to detail line item: Pre Production Ratebook ID: 2040

Local # (Union): SAG  
Position: Performer  
Type (Class): Modified Low Budget Agreement under  
Sch:

Hourly: ▶  
Daily: ▶ \$268.00  
Weekly: ▶  
Flat: ▶

Value to Export \$268.00

Attach Value to:  
 Amount  
 Rate  
 Global (Amt)  
 Global (Rate)

Cancel Detail Clear Attach

6. Click Attach.

### Adding Rates


To add a rate, do the following:

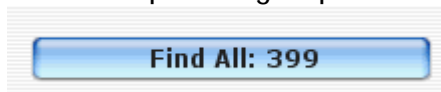
7. Select Ratebook from the View menu on the Command Bar.
8. Select the User-Entered tab.
9. To add a rate, select New from the File menu or click the New Rate button. The following fields are required: Local, Position, and at least one of Hourly, Weekly, Rate, or Flat.

### Increase Rates

Sometimes many unions will increase their rates by a certain percentage all at once.

If this happens increase the rates by doing the following:

1. Select Ratebook from the View menu on the Command Bar.
2. Find the union that are raising their rates.
3. Click the Detail button .
4. Find the specific group of rates by clicking the button:



5. Select Increase Rates from the Edit Menu on the Command Bar.
6. Enter the amount the rates should increase. For example, for 3%, enter .03

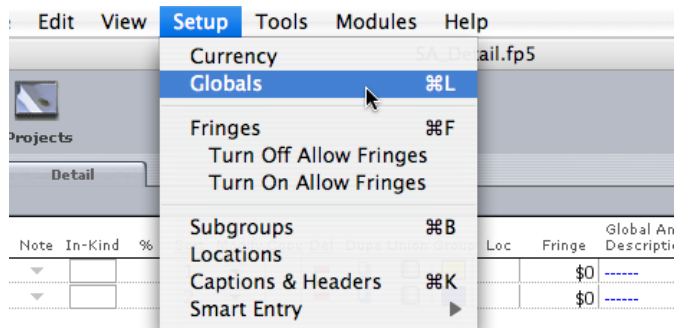


**Important Note:** This operation will increase ALL the rates in the found set.

## 9.6 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 **Setup** on the Command Bar and select **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 example to the right, a global given the description Shoot Day was given a value of 4. By selecting Shoot Days from the Global Amt Description Column, 4 will appear in the Amt column.

Global Amt Description	Amt	Units
Shoot Days	4	DAY(S)
Shoot Days	4	DAY(S)

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:

## Budget

Global Amt Description	Amt	Units 	Qty	Global Rate Description	Rate	Sub Total
Shoot Days	4	DAY(S)	1	Crew 1	\$300	\$1,200
Shoot Days	4	DAY(S)	1	-----	\$1,000	\$4,000

In the example above, a global with the description CREW 1 was given a value of \$300. When CREW 1 is selected from the pop-down menu in the Global Rate Description Column, the value \$300 appears in the Rate column.

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

### 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. Select Preferences from the View menu.
2. Click the Budget tab.
3. De-select Auto Update Shoot Days.

### 9.6-1 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.

Amt or Rate	Do Not Show
Rates	<input type="checkbox"/>
Rates	<input checked="" type="checkbox"/>
Rates	<input type="checkbox"/>
Rates	<input type="checkbox"/>
Rates	<input type="checkbox"/>

### 9.6-2 Importing Globals

To import globals from an external source, select Import Globals from the File menu .

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.



Import/Export Map for Globals:

Gorilla can import or export\* the following fields into or out of the Globals module.

If importing, please prepare your fields in the following order.

Field Name	Example
Global Name	CREW 1
Description	
Value	300
Category	
Type	Rates

Record 1 of 12  
Number of Records to Export: 12

Import Map On

\* To export all records, click the Find All button before exporting.

Example Excel Spreadsheet for Importing Globals

	A	B	C	D	E
	Name	Description	Value	Category	Type
2	Crew 1		100		Rates
3	Crew 2		150		Rates
4	Crew 3		175		Rates
5	Crew 4		200		Rates
6	Cast 1		200		Rates
7	Cast 2		250		Rates
8	Cast 3		300		Rates
9	Rawstock		0.17		Rates
10	Developing		0.21		Rates
11	Film		50000		Amounts
12	Shoot Days		21		Amounts
13	Shoot Weeks		3		Amounts
*					

Column A: Global Name  
 Column B: Description  
 Column C: Value  
 Column D: Category  
 Column E: Specify Rate or Amount

## 9.7 Fringes

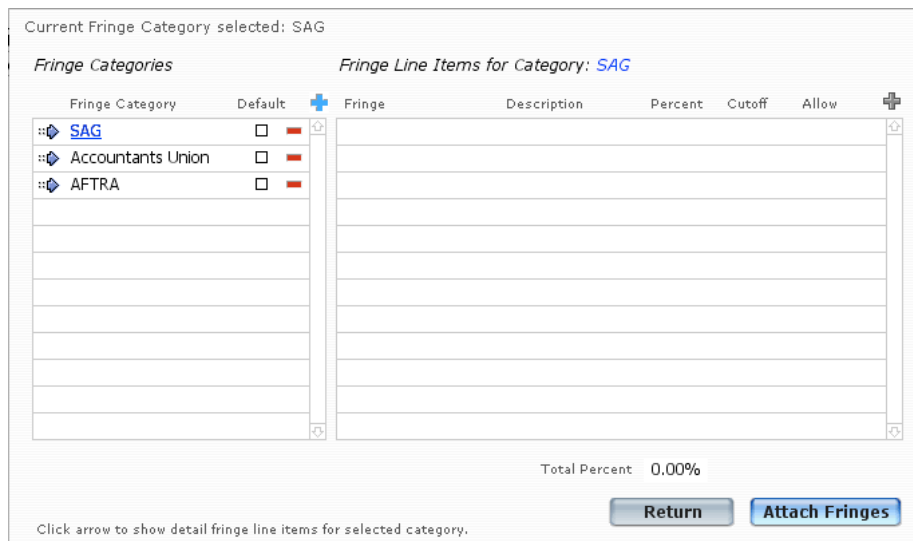
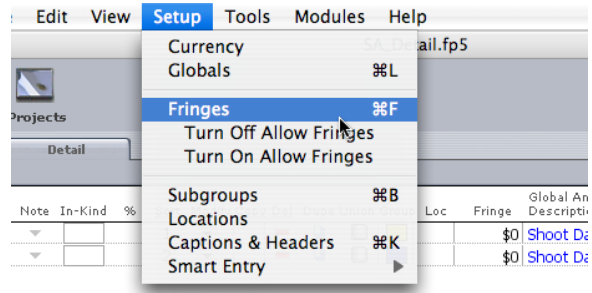
Fringes are percentages that are added to values in a budget. Multiple fringes are grouped into fringe categories. A fringe category is then attached to a detail line item.

## Budget

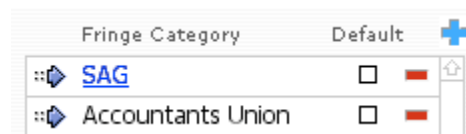
### Fringe Categories

To create fringe categories, do the following:

1. Click **Setup** on the Command Bar and choose **Fringes**.
2. Click **OK**, and the following screen will appear:



3. Click the **+** positioned over the Fringe Categories Window (on the left) to create a new fringe category.
4. Enter a name for the category.
5. Click **⇨** to make the fringe category active. The name of the fringe category will turn blue, as shown below.



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

**Fringe Line Items**

Enter information for a new fringe line item. Many fringe items can be attached to a Fringe Category.

Fringe Title

Description

% (Enter Decimals)

Cutoff

7. When finished, click OK.
8. Add as many fringe line items to the category as necessary.

*Fringe Line Items for Category: SAG*

Fringe	Description	Percent	Cutoff	Allow	
FICA		2.00%		✓	
Medicare		15.00%		✓	

### 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.

Pay Detail	Note	In-Kind	%	Sort	Modify	Copy	Del	Dupe	Union	Group	Loc	Fringe	Gl De
Pre Production	▼			1	▼							\$0	Sh
Principal Photography	▼			2	▼							\$0	Sh

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

### 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.

## Budget

SAG/Pre Production

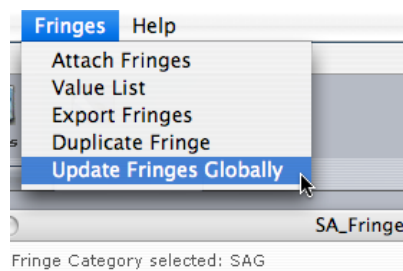
Fringe	Description	Percent	Amount	Cutoff	Allow	
FICA		2.00%	\$24	\$0	✓	+
Medicare		15.00%	\$180	\$0	✓	+

Total Fringe Amount for this line item:  
(not including cutoffs)

Modifying fringe line items here will modify fringes for this detail line item only. It will not alter the category SAG

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 **Done**.

To change a fringe category and update all existing fringe categories to reflect the update, click **Update Fringes 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 .

### Duplicating a Fringe Category

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

1. Click **Setup** on the Command Bar and choose **Fringes**.
2. Select **Duplicate Fringe** from the **Fringes** menu.
3. The following Duplicate/Reassign Fringe Categories Screen will appear.


Duplicate/Reassign Fringe Categories							
Showing Fringe Categories for all Budgets and all Projects							
ID	Name		Budget Attached		Project Attached		
1001	SAG	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	17.00%	<a href="#">Dupe</a>  
1002	Accountants Union	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	0.00%	<a href="#">Dupe</a>  
1003	AFTRA	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	0.00%	<a href="#">Dupe</a>  


4. Click **Dupe** on the row of the desired fringe category. The following screen will appear.

### Select Budget

Select a budget to **duplicate** the Fringe Category **AFTRA** to:

You are currently in the budget: **23-Day 35MM Shoot**  
 You are currently in the project: **Interviewing Norman**

Budget No.	Budget Title	Project
 1	23-Day 35MM Shoot	Interviewing Norman
 2	42-Day 35MM Shoot	Interviewing Norman







5. 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. Select **Duplicate Fringe** from the **Fringes** menu.
3. The following Duplicate/Reassign Fringe Categories Screen will appear.

Duplicate/Reassign Fringe Categories							
Showing Fringe Categories for all Budgets and all Projects							
ID	Name		Budget Attached		Project Attached		
1001	SAG	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	17.00%	<a href="#">Dupe</a>  
1002	Accountants Union	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	0.00%	<a href="#">Dupe</a>  
1003	AFTRA	●	1002 23-Day 35MM Shoot	1	Interviewing Norman	0.00%	<a href="#">Dupe</a>  

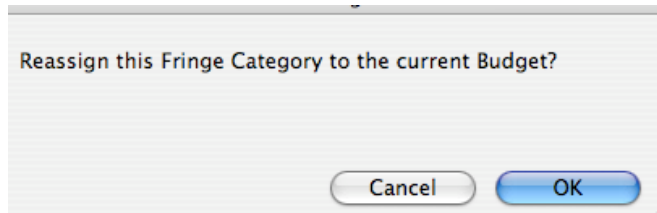
## Budget

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



Budget Attached		
<input checked="" type="checkbox"/>	1002	23-Day 35MM Shoot
<input checked="" type="checkbox"/>	1002	23-Day 35MM Shoot

5. Click OK to confirm.



## 9.8 Exporting Budgets

### 9.8-1 Export Account or Detail Line Items

There are two options when exporting your budget. You can export the account level or the detail level line items. This is useful if you want to export your budget for import into Excel.

### 9.8-2 Export to Excel

Gorilla comes with three budget exports formatting to be opened in Excel. To export your budget to Excel, do the following:

From the File menu, select Export Budget, then Export to Excel, then choose either Topsheet, Accounts or Detail.

The following report will appear.

If you click on the Export button, you can export this data to a tab-separated text file for import into Excel.

Export			
Sort	Acct#	Description	Total
0	Acct #	Description	Total
1	1000	Story	500
2	1100	Talent	1225
3	1200	Production Personnel	150
4		TOTAL ABOVE-THE-LINE	1875
5	1300	Travel & Location	0
6	1400	Field Equipment	400
7	1500	Studio Rental	0
8	1600	Rawstock & Labs	700
9		TOTAL PRODUCTION	1100
10	1700	Narration Recording	0
11	1800	Sound & Music	0
12	1900	Titles & Opticals	0
13	2000	Editing & Finishing	1000
14		TOTAL POST PRODUCTION	1000

### 9.8-3 Export to Quickbooks

Gorilla has 4 ways to export information to Quickbooks. From the Budget module you can export Accounts and Items.

To do this, from the File menu select `Export to Quickbooks` and then choose either `Account` or `Item`.

In Quickbooks you will need to map the proper fields to the Quickbooks fields.

## Budget

Export Map for Import into Quickbooks  
Project: **Interviewing Norman**

Gorilla can export the following fields from the Budget module to another source file to be used in another format. Gorilla will export the following fields in the following order:

Export ACCOUNT Fields		
	Quickbooks Field Name	Will Export
1	Account Type (Required)	✓
2	Account Number	✓
3	Account Name (Required)	✓
4	Description	
5	Bank Acct. No./Card No./Note	
6	Opening Balance	
7	As Of (Date)	
8	Remind Me To Order Checks	
9	Track Reimbursed Expenses	
10	Income Account for Reimbursement	
11	Is Inactive	
12	Tax Line	

**QuickBooks**  
Quickbooks is a registered trademark of Intuit, Inc. Jungle Software has no affiliation with Quickbooks or Intuit.

Number of Records to Export: 72

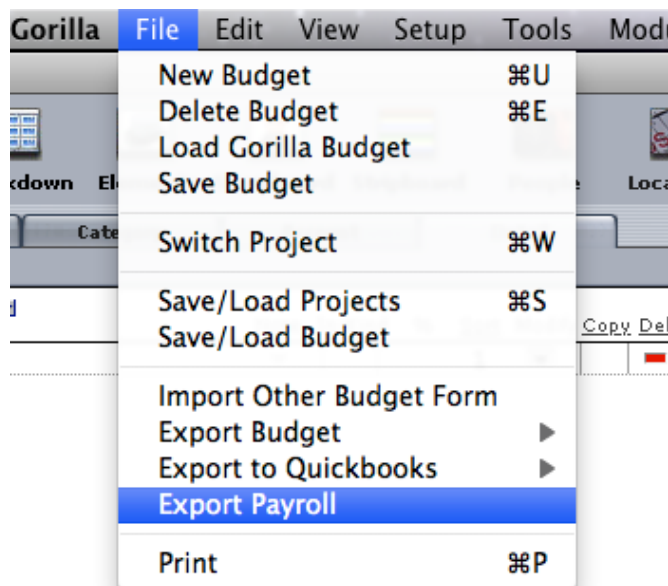
**Export**

**Done**

### 9.8-4 Export Payroll

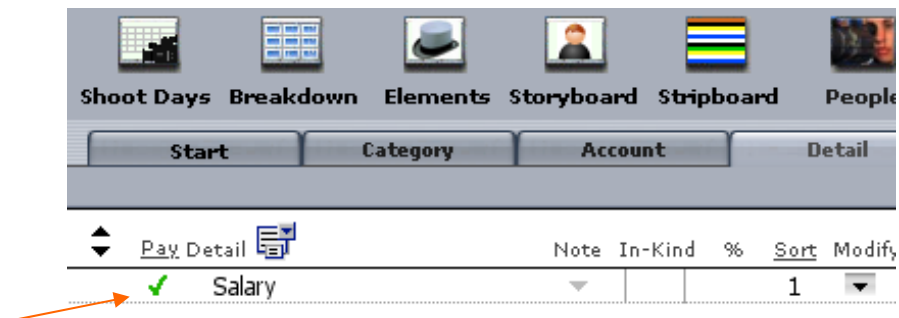
In the detail level of the budget, you can export only your payroll line items for import into a payroll program.

To do this select **Export Payroll** from the **File** menu.






This will export only the detail line items that have been tagged as Payroll items as shown below:



## 9.9 Saving/Loading Budgets

### 9.9-1 Saving Budgets

To save a budget, so the following:

1. From the Tools menu select Select Another Budget.
2. Click  next to the desired budget.
3. Choose a location to save the file.

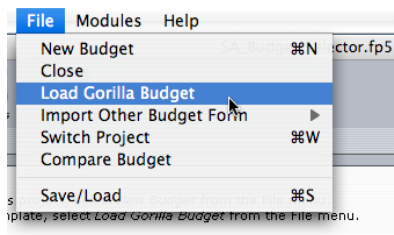
Saved Gorilla Budget Files will have the extension .grb.

If an error occurs, see Section 8.9-3 Error Log.

### 9.9-2 Loading Budgets

To load a budget, do the following:

1. Click Budgeting on the Main Menu.
2. Select Load Gorilla Budget from the File menu.




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

## Budget

### 9.9-3 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, from the Budget Selector screen, select  next to the budget to duplicate.

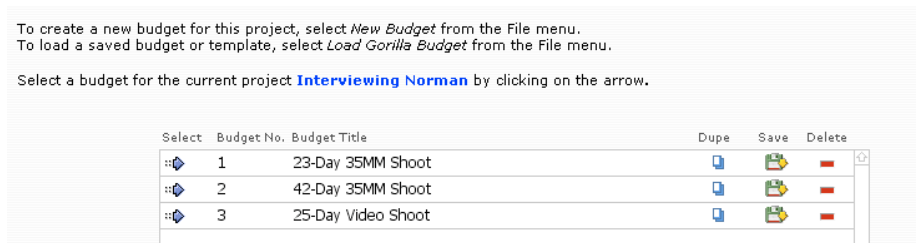
### 9.9-4 Duplicating a Budget from One Project to Another

To duplicate a budget from one project to another, save the budget to a .grb file and then load the budget to another project.


### 9.9-5 Switching Between Budgets

To switch between budgets, do the following:

1. From the **Tools** menu, select **Select Another Budget**.
2. Click the  next to the desired budget.



### 9.9-6 Deleting a Budget

1. From the **Tools** menu, select **Select Another Budget**.
2. Click the  next to the desired budget.

### 9.9-7 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. Select **Compare Budget** from the **File** menu.
2. Click **select Comparison Report**.

Budget No.	Budget Title	Primary	Secondary
1	23-Day 35MM Shoot	<input type="checkbox"/>	<input type="checkbox"/>
2	42-Day 35MM Shoot	<input type="checkbox"/>	<input type="checkbox"/>
3	25-Day Video Shoot	<input type="checkbox"/>	<input type="checkbox"/>

3. Choose a primary and a secondary budget.
4. Click **Compare**.
5. You will be able to print or view this report .

## 9.10 Percentages

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

<b>Contingency</b>	\$5,000
<b>Overhead</b>	\$1,345
<b>Insurance</b>	\$14,000
<b>Completion</b>	\$20,000

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

## 9.11 Budget Templates

Gorilla comes with several budget templates and several budget samples. Budget Templates do not have any numbers attached to them, they are simply category and account numbers for typical budgets. Budget Samples actually have numbers in them. They can be found in the **Saved Budget Files** folder located in the **Gorilla Folder**.

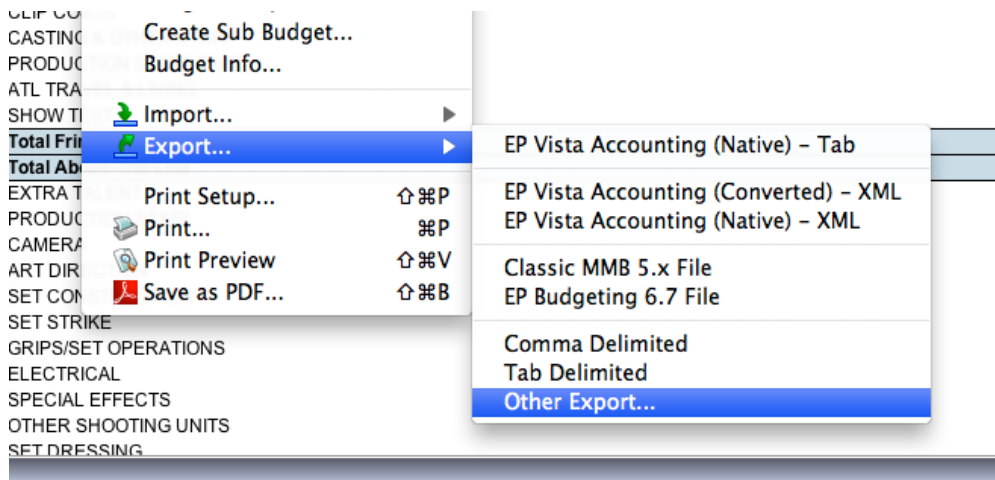
### 9.11-1 Importing a Movie Magic Budget

Gorilla can import an exported text file from Movie Magic Budgeting. Category account level items, and detail level items will import. Fringes and globals will not.

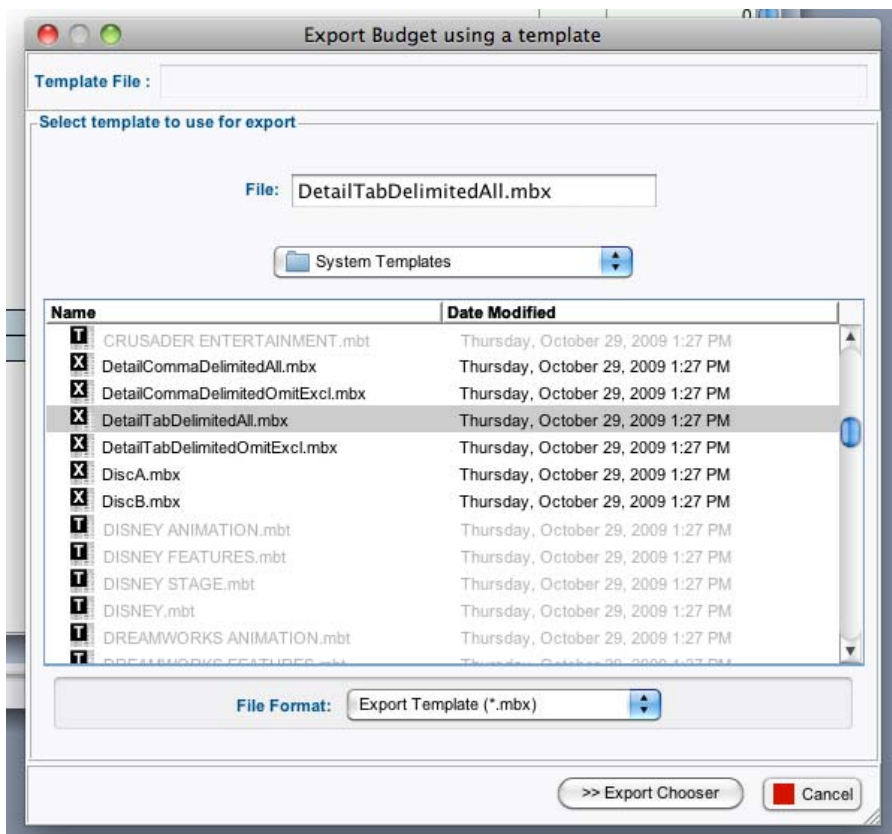
To import a text file, do the following:

1. Use the export feature in Movie Magic Budgeting to export the budget as text. Use the **Other Export** option from the **Export** menu.

## Budget



2. In Movie Magic Budgeting select the DetailTabDelimitedAll.mbx system template, as shown below.



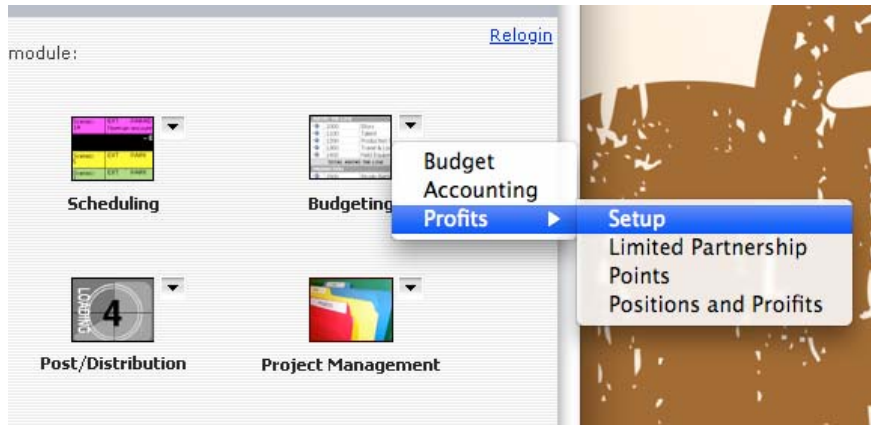
3. In Gorilla, on the Budget Selector screen select Import Other Budget Form from the File menu.
4. Select Load Movie Magic Budget Form.
5. Click Continue.

6. Select `Import Map On`. Click `OK`.
7. An import Map will appear. Click `Continue`, and then click `OK`.
8. Match the fields on the left column to the fields on the right column. If you selected the proper system template in Movie Magic, then you do not have to do this.
9. Click `Import`.
10. Click `OK`.
11. Name the new budget Template and click `OK`.
12. The template will be saved with the `.grb` extension.

## 10. 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, select the Budgeting arrow on the Main Menu and then select Profits and then Setup.



The following screen will appear:

**Part 1: Budget & Sale Price**

Revision # 1  
 Name Scenario 1  
 Project Budget **\$10,000,000**  
 Project Sale (Projected or Actual) **\$50,000,000**

+5K	+10K	+25K	+50K	+100K	+250K	+500K	+1M	+5M	+10M
-5K	-10K	-25K	-50K	-100K	-250K	-500K	-1M	-5M	-10M

**Part 2: Limited/General Partner**

A limited partnership is divided into two sections: the general partner(s), usually the producer, and the limited partners, the investors.

LP ROI: 1.00 **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. Default is 1.

**Part 3: Points Setup**

This option uses the Limited Partnership agreement for the main investors of the film in combination with points for the non-investors, such as actors and crew.

PSP ROI: 2 **Profit Sharing Participant Return On Investment:** Enter how many times (x) over the initial budget of the film must be received before Profit Sharing Participant receive points. \*This number must be greater than the LP ROI.

Total Pts. for Distribution: 100 **Enter how many points to base the Profit Sharing Participant positions.**

Total Revisions: 3

## 10.1 Setup

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

For example, if the budget is \$10M and the projected sale is \$50M, the LP/GP scenario would be as follows:

The Limited Partner receives the initial investment back before the General Partner receives any money.  
After the Limited Partner receives the "initial investment" back times the LP ROI, profits are divided 50/50 between the Limited Partner and the General Partner.

Revision # 1  
Name Scenario 1

+5K	+10K	+25K	+50K	+100K	+250K	+500K	+1M	+5M	+10M
-5K	-10K	-25K	-50K	-100K	-250K	-500K	-1M	-5M	-10M

Project Budget **\$10,000,000**  
Project Sale (Projected or Actual) **\$50,000,000**

**Limited Partner (The Investors)**  
Profits begin immediately  
LP ROI: 1.00

Initial Investment: \$10,000,000  
Interest on Loan: \$0  
Primary Investor Return before GP profits: \$10,000,000  
LP Share: \$20,000,000  
Total LP Return: **\$30,000,000**

**General Partners (The Filmmakers)**  
Profits begin after LP receive initial investment multiplied by LP ROI which = 10,000,000.

LP/GP Split: \$40,000,000  
GP Share: \$20,000,000  
Total GP Profits: **\$20,000,000**

\$50,000,000

In this example, the limited partner (LP or the investors) would receive their \$10M 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.

## 10.2 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:

## Distribution of Profits

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` and `Profits` tab.

Name	Title	Points Given	Points Calc	Profit Cap	Total Profits to Disperse	Bonus to LP & GP	
Todd Wade	Producer	10	1,000,000	50,000	\$50,000	\$950,000	

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



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

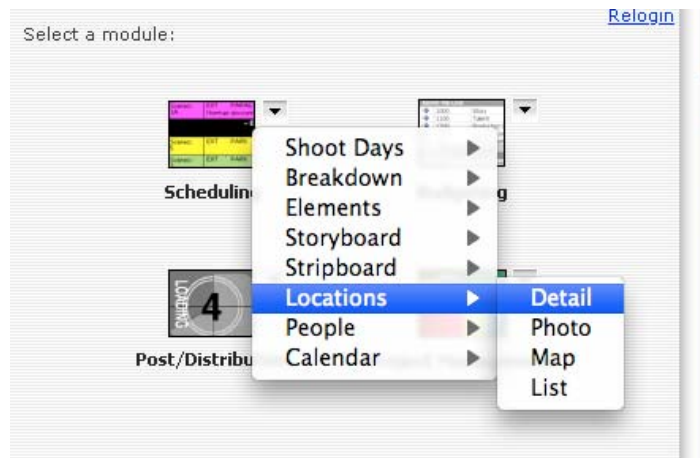
3. Enter the points to be assigned to this person. A Profit Cap can also be entered here. All monies that go over the Profit Cap will be reassigned to the LP/GP.
4. Click the `Points` tab to view the three-way split.



## 11. 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, from the Main Menu, select the Scheduling arrow and then Locations and then Detail.



A fully detailed location screen should look like this:

The screenshot displays the 'Detail' view for a location named 'Parent's House'. The interface includes a top navigation bar with icons for various modules: Shoot Days, Breakdown, Elements, Storyboard, Stripboard, People, Locations, Calendar, Budget, Accounting, Profits, and Projects. Below this, there are tabs for 'Detail', 'Photos', and 'Map'. The main content area is divided into several sections:

- Location Information:** Location name 'Parent's House', Budget for this Location '\$0', Confirmed? (Yes/No), Abbreviation 'PAR', and Directions.
- Owner/Contact Information:** Owner/Contact, Address, and Phone.
- Attached to Project:** 'Interviewing Norman'.
- Photo 1:** A thumbnail image of a house at night.
- Map:** A map showing the location's geographical context.
- Scenes for Location: Parent's House:** A table listing scenes with their IDs, types, names, times of day, and durations.

Scene ID	Type	Location Name	Time of Day	Duration	Status
1	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 2/8	Active
2	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 3/8	Active
4	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 4/8	Active
6	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 1/8	Active
8	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 1/8	Active
12	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 3/8	Active
14	INT	NORMAN'S PARENTS' HOUSE	NIGHT	0 2/8	Active

Total Locations 3


## Accounting

The locations are listed on the left with a corresponding picture of that location. Scenes that are to be shot at that location are listed below.

### 11.1-1 Adding Locations


Enter primary information for the locations. To add a new location entry, select **New Locations** from the **File** menu .

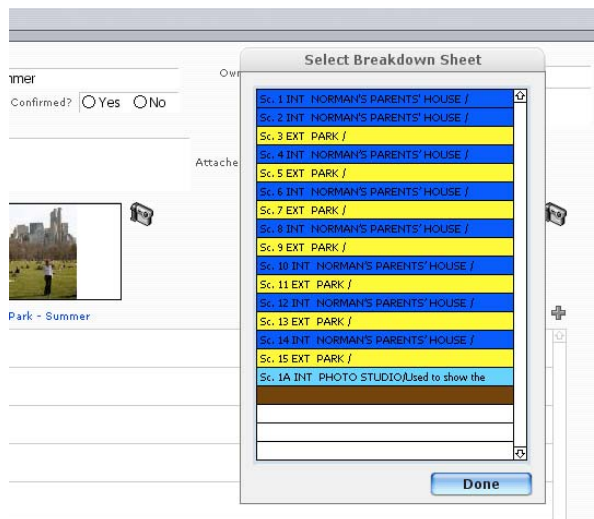
### 11.1-2 Importing Photos and Maps

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.

### 11.1-3 Attaching Locations to Breakdown Sheets (from Locations)

To attach multiple breakdown sheets to a single location, do the following:

1. Select the  on the **Detail** tab.
2. Select a breakdown sheet from the list of available breakdown sheets.



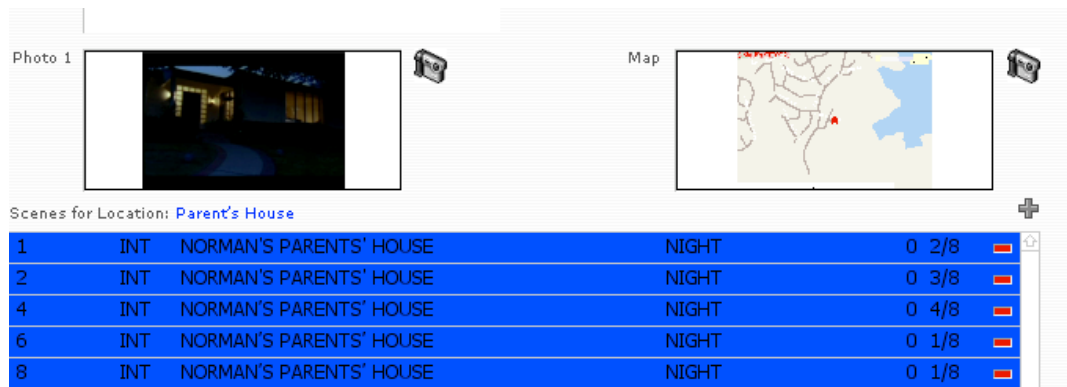
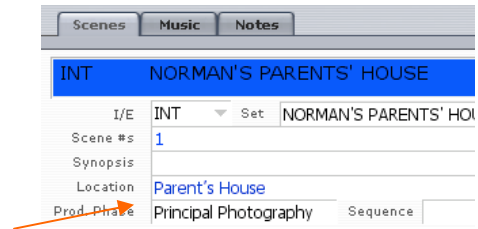
3. You can select more than one breakdown sheet from this list to attach to the location.

4. When finished click 

### 11.1-4 Attaching Locations to Breakdown Sheets (from 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.

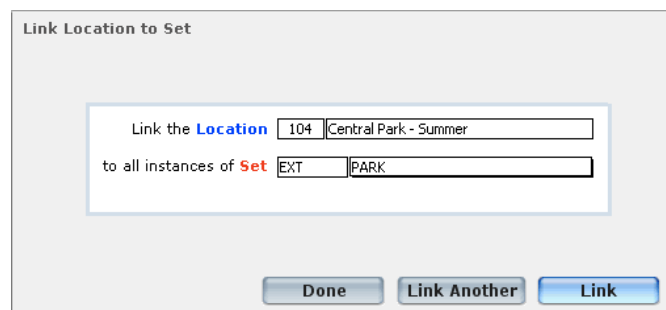


Click the breakdown sheet on the **Detail** tab to visit the breakdown sheet or click to add this location to another breakdown sheet.

### 11.1-5 Linking Locations to Sets

If a particular set is consistently shot at a certain location, all breakdown sheets with this set can be automatically associated with this location by doing the following:

1. Go to the Breakdown Screen.
2. Select **Link Location to Set** from the **Tools** menu on the Command Bar.



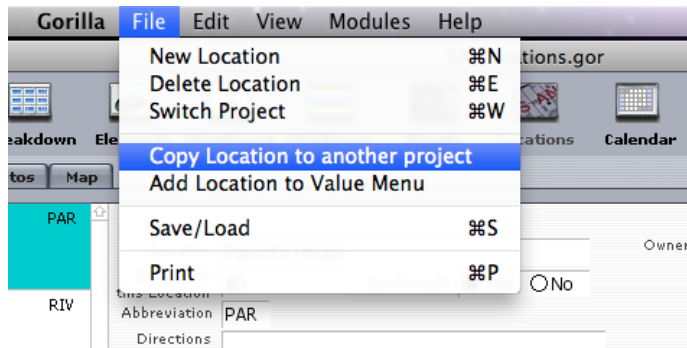
3. Select a location from the first pull-down menu.

## Accounting

4. Select a set from the second pull-down menu.
5. Click Link.

### 11.1-6 Copying a Location to Another Project

To reuse the same location for another project, select Copy Location to another project from the File menu.



Select the desired project.

To see the effect of this, you need to switch projects and then go to the Locations module.

## 12. Accounting

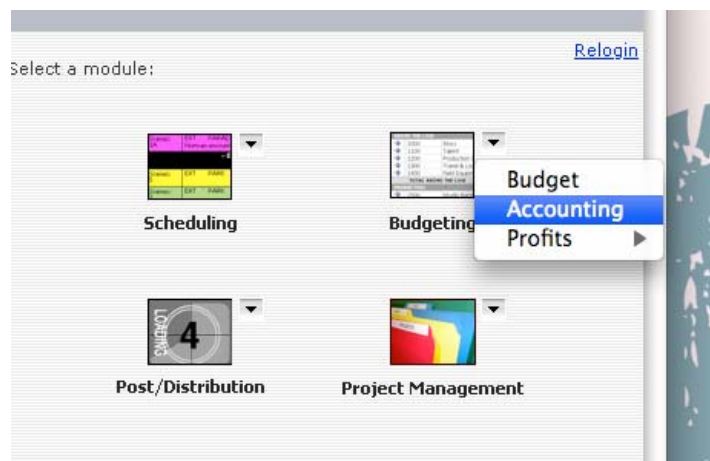
The Accounting Module tracks expenses. Use it much like a check register, entering all payments to cast, crew, and vendors, and entering deposits such as investor money, other cash, and credit card accounts.

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

### 12.1 Creating an account

To create an account, do the following:

1. From the Main Menu select the Budgeting arrow and select Accounting.



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

Account ID	Account Name	Description	Acct. No.	Notes
A002	Credit Card - VISA - 0989	42-Day 35MM Shoot		

Account ID: **A002** Interviewing Norman

Account Name: **Credit Card - VISA - 0989**

Description:

Acct. No.:

Notes:

Account Type:


Limit:

Balance:

[Link to Budget](#) Currently Attached Budget: 42-Day 35MM Shoot

## Accounting


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

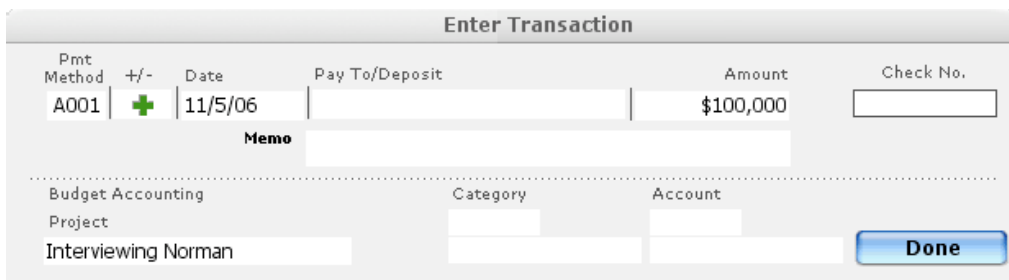
Click  to choose the desired budget.

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

### 12.2 Entering Transactions

To enter the first transaction, do the following:

1. Click the Transaction Register tab.
2. Click .



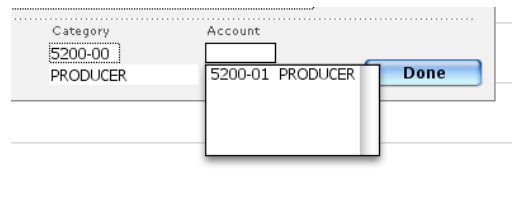
Pmt Method	+/-	Date	Pay To/Deposit	Amount	Check No.
A001	+	11/5/06		\$100,000	
Memo					
-----					
Budget Accounting		Category	Account		
Project					
Interviewing Norman					
					Done

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

#### 12.2-1 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.



Category	Account
5200-00 PRODUCER	5200-01 PRODUCER
Done	

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

## 13. 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**.

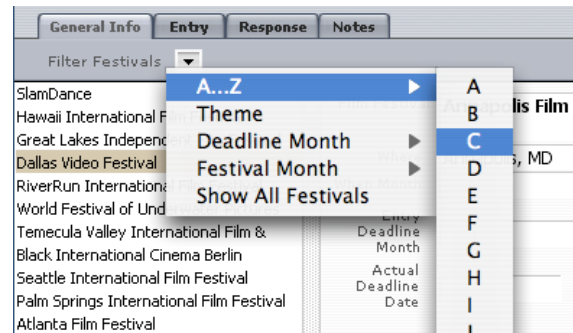


## 14. Film Festivals

Gorilla comes preset with 1200 (or more) film festivals. This module is used to track a project's film festival entries.

To filter through the huge list of fests, use the Filter Festivals drop-down arrow  which can be found on the top left-hand side of the screen.

You will have many options to help you find the festival of your choice.



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

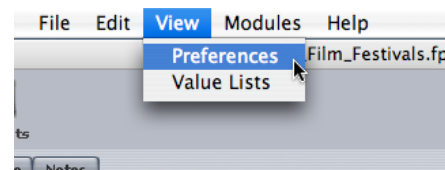


## 15. Admin

### 15.1 Preferences

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

To set preferences, from just about any screen select Preferences from the View menu.



#### 15.1-1 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.

Login Name:	Aaton Cohen-Sitt	
Access Level:	Executive Producer	
Access Rank:	100	
Project for this session:	Interviewing Norman	
<b>Production Company Information:</b>		
Production Company:	Stolen Apple Productions	
Address:	12711 Ventura Blvd., Ste. 345 Studio City, CA 91604	
Phone 1:		
Phone 2:		

Clicking Update Prod. 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 15.1-6 General).

## 15.1-2 Budget Preferences

The screenshot shows the 'Budget Preferences' dialog box with the following options and callouts:

- Default to Top Sheet (1)
- Disable Top Sheet (2)
- Auto Update Shoot Days (3)
- Print Small (4)
- Import MMB Open Dialog (5)
- Smart Entry Options:**
  - Smart Entry On (7)
  - Export Group Names from Elements (8)
- Speed Options:**
  - Auto Recalculate Budget (6)  
If Auto Recalculate is turned off you will have to Recalculate when making changes to line items, but screen redraw on the Topsheet is much faster.
- Reports:**
  - Suppress Zeros (9)
  - Don't Show Fringes (10)
  - Print High Level Investor Report (11)
  - Print Notes (12)
  - Display Subgroup & Locations in header of report (13)

- 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) The Shoots Days Global in the budget is linked to the shoot days in the schedule if checked.
- 4) If this box is checked, the line items in the Budgeting Module will be displayed in a smaller font so that more information is viewable on the screen. Also, the toolbar on the top of the screen will be hidden.
- 5) Opens a dialogue box that assists the user in importing a Movie Magic Export Budget File (text).
- 6) If this box is checked, top sheet subtotals will be automatically calculated. If not, update the subtotals by selecting *Recalculating Topsheet* on the Top Sheet Screen.
- 7) Turns Smart Entry on. For more about Smart Entry, see Section 9.3-7 Smart Entry.
- 8) Attaches category name to element when importing elements during smart entry.
- 9) When checked, Gorilla suppresses empty or zero line amounts so that only those line items which have values are printed.
- 10) When checked, the Detail Level Report prints without fringes.

11) 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.

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

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

### 15.1-3 Strips Preferences

Display Stripboard Column

1 Full Board  
 2 Side-by-Side  
 9 Multiple Days

2 Print Sheet #'s on Stripboards  
 3 Print Banners on Stripboard  
 4 More room for Scene #'s and Char ID's on printed Stripboard\*  
 5 Show Page Count on Stripboard (Page Count always prints)  
 Auto day breaks set to: ..... 6  
 7 If pages per shoot day exceed Max page break, push strip to next day  
 8 When adding all day breaks place them at the head of the stripboard  
 9 Check for element conflicts when saving the stripboard

10 Display Small Strips  
 11 Update Stripboard Every time a report is run  
 12 Update Stripboard Ask before running reports  
 13 Update Stripboard every time a day break is moved  
 14 Do not automatically update bkdwn sheets when leaving stripboard

**Display on Stripboard**

15 Character ID's  
 15 Character Names

1) The default stripboard view is Full Board. You can change this to Side-by-Side or Multiple Days.

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

3) When printing the stripboard, print banners on strips.

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

5) 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.

6) The default number of pages when using auto day breaks.

7) When strips reach the max, the day break is placed after the last strip if this is selected.

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

9) Check for element conflicts when saving or updating the stripboard.

## Admin

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

11) Gorilla will automatically update the stripboard each time a scheduling report is printed.

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

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

14) When leaving the stripboard and returning to breakdown sheets, Gorilla automatically syncs the newly updated stripboard with the breakdown sheets, making sure that the day breaks and the strips have the correct shoot day. This can slow down navigating to the breakdown sheets screen when many strips are on the stripboard. By clicking this checkbox, Gorilla will not update that breakdown sheets. You need to select Update Stripboard to do this manually.

15) You have the option of displaying/printing Schedule ID's (shows Characters ID's above) or Character Names on the stripboard.

### 15.1-4 Breakdown Preferences

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

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

3) Show the Scene numbers on the mini-stripboard to the right of the breakdown sheets screen.

4) When viewing breakdown sheets, specify the sort.

5) When printing breakdown sheets in breakdown boxes, you have the option of printing 1-page, 2-page or 3-pages sheets.

6) When creating new elements on the breakdown sheets screen, automatically add them to the current breakdown sheet also.

### 15.1-5 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) Print elements on the Scene/Cast Call Sheet.

8) Print the advanced schedule (the next shoot day) on the Scene/Cast Call Sheet.

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

10) Element ID's can be displayed in either of these two ways.

### 15.1-6 General

- 1) If this box is checked, the default Print Setup (Win) or Page Setup (Mac) 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) Set how many days cast members are held before dropped, and display Day out of Days on one large spreadsheet as opposed to multiple screens.
- 7) To help limit pages to shoot per day, Gorilla will issue a warning before printing the stripboard if a shoot day is over that limit.

### 15.1-7 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.

### 15.1-8 Crew

The screenshot displays a settings panel for 'Crew' with three main sections:

- Crew Call Summary Report:**
  - Sort by Department (1)
  - Page Break between Shoot Days (2)
- Scene/Cast Call Sheets:**
  - Prompt page when printing Crew & Scene Call Sheets & Day Schedule (3)
- Crew Reports:**
  - Sort by Department ID (4)
  - Sort by Department Name
  - .....
  - Sort by Last Name
  - Sort by Title (5)
  - Sort by Custom Sort Order

- 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.

## 15.1-9 Shots

The screenshot shows a configuration panel for 'Shots'. It is divided into two sections: 'Shot List Reports' and 'Shot Thumbnails & Other Views'. In the 'Shot List Reports' section, there are two radio button options: 'Sort by Script Order' (labeled 1) and 'Sort by Setup Order' (labeled 2). In the 'Shot Thumbnails & Other Views' section, there are three checkbox options: 'Show Shot Thumbnail' (labeled 3), 'Print Shot Detail' (labeled 4), and 'Side Screen: Birds Eye View' (labeled 5).

- 1) Sorts shot list by script order.
- 2) Sorts shot list by setup order.
- 3) A thumbnail-size image of the shot appears next to the description.
- 4) The details will print in the Shot List Report.
- 5) Displays Bird's-Eye View on Detail Shot Screen. If unchecked, Scene Info will display instead.

## 15.1-10 Misc

- 1) When entering the Cast Call Times screen, changes from the stripboard are automatically recalculated.
- 2) When assigning an off day or a holiday, the Shoot Days Screen is updated automatically. If this option is turned off, shoot days must be manually updated. (To manually update shoot days, click `Shoot Days` on the Shoot Days Screen.)
- 3) Upon entering the Day Strips Screen, reset the displayed shoot days from the beginning of the production.
- 4) Gorilla will prompt the user to import a screenplay if there are no characters or breakdown sheets attached to the project.
- 5) When entering the People module, go to this sub-module.


## 15.2 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) From most screens select `Value Lists` from the `View` menu.



or

2) Click the  next to the pop-down list you want to modify.

Value Lists		
Genre <span style="float: right;">+</span>		
Group Values	Sort Value	Text Value
Action Adventure		<span style="color: red;">-</span> 
Animation		<span style="color: red;">-</span>
Children		<span style="color: red;">-</span>
Comedy		<span style="color: red;">-</span>
Documentary		<span style="color: red;">-</span>
Drama		<span style="color: red;">-</span>
Family		<span style="color: red;">-</span>
Fantasy		<span style="color: red;">-</span>
Horror		<span style="color: red;">-</span>

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
Budget Section	Budgeting
Casting Directors	Actor
Character Type	Character
Company	Contacts
Countries	People
Crew Parking	Locations
Crew Title	Crew
Currency	General
Department	Crew
Detail	Budget
Equipment	Scheduling
Event Type	Calendar/Datebook
Eye Color	Actor
Fringes	Budget
Genre	Projects
Hair Color	Actor
Hospitals	Scheduling
How Paid	Accounting
Other Title	Contacts
Phase	Scheduling

Modifiable Value Groups	
Group	Screen
Rating	Film Festival
Representation	Actor
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 ●.

### 15.3 Upgrade/Versions

#### 15.3-1 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	Labor Rates
Student	14 Shoot Days*	\$50,000 per budget	Subscription Based
Standard	48 Shoot Days*	\$1,000,000 per project	Subscription Based
Pro	Unlimited	Unlimited	Subscription Based

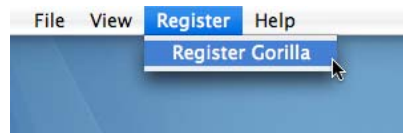
\* Shoot Day Limit: This is across multiple production phases. For example, if Phase 1 = 3 days, Phase 2 = 4 days, and Phase 3 = 7 days, the Student Edition can be used.

#### 15.3-2 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. From the Main Menu, select Register Gorilla from the Register menu.
3. Click Upgrade.
4. Enter the new serial number.



Contact Info

## 16. Contact Info

Website: [www.junglesoftware.com](http://www.junglesoftware.com)

For tech support, please email us:

[support@junglesoftware.com](mailto:support@junglesoftware.com)

For more help, go to the Gorilla Knowledgebase. The Gorilla Knowledgebase has hundreds of questions and answers and is easy to use and constantly updated.

You can also purchase *Independent Filmmaking Using Gorilla*, a DVD tutorial, available at Gorilla resellers and our website ([www.junglesoftware.com](http://www.junglesoftware.com)).

For marketing opportunities, or to become a reseller of Gorilla, e-mail Aaton Cohen-Sitt:

[aaton@junglesoftware.com](mailto:aaton@junglesoftware.com)

For custom database solution, please contact Debbie Cohen-Sitt of our parent company, The Database Factory:

[debbie@thedatabasefactory.com](mailto:debbie@thedatabasefactory.com)

We welcome all suggestions to improve Gorilla.

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