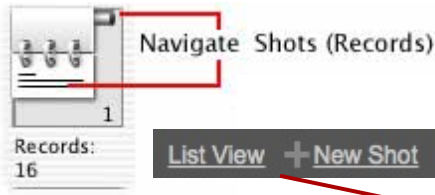


# Getting Started



Getting Started	3
Screens, Tabs, and Modes	4
Finding and Sorting	5
Preview and Printing	6
Data Entry	7
Importing and Exporting	8
Recovering Damaged Files	9
Mobile	10

# Getting Started

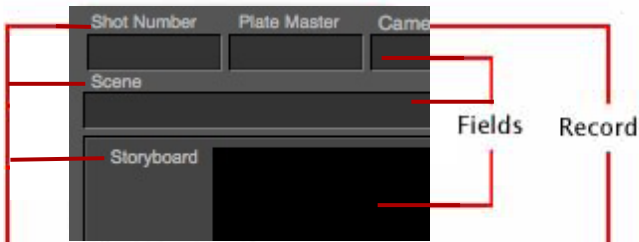


Navigate Shots (Records)

List View + New Shot Find Show All

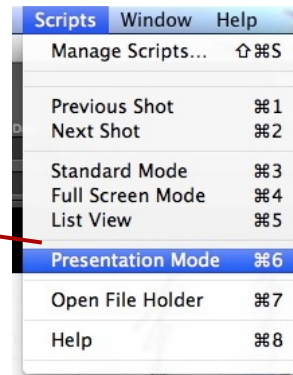
Navigate to different screens by clicking on tabs or buttons or scripts menu items

Setup Shot Details Location



Fields Labels

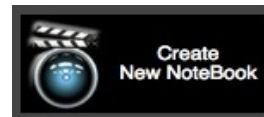
**Data Entry Short Cuts:**  
By clicking on field labels of most of the data entry fields you will be presented with a list of information that has been previously entered in that field. Simply click on the desired text and click Paste and that data will be pasted into the field.



Easily create and playback voice memos and associate them to individual shots.

## Getting Started

Each time you start a new job it's necessary to start with an empty notebook.



Type: clone (no records)

To do so, click the "Create New Notebook" button located at the Setup screen, follow the dialogs, and choose from the pop up menu in the window "clone (no records)". Name this file (perhaps with the job's title), i.e. "Big Superbowl Spot." and remember where you saved it.

If this is your first time using Directors Notebook you are already using a new Notebook.

Perform functions or get information by clicking on buttons

Import images

Create a new shot of find shots or sort all your shots



# Screens, Tabs, and Modes

## SCREENS, TABS AND MODES

### STANDARD SCREEN

#### JOB SETUP TAB

- Fill in the information about the job; i.e. Job title, agency, client, phone numbers, dates, etc.

#### CASTING SPECS sub TAB

- This screen is only accessible from the set up screen.
- Create a casting specs report for print out and/ or faxing to producers and casting directors

#### FILM STOCKS sub TAB

- This screen is only accessible from the set up screen.
- Look up film stocks from Kodak and Fuji
- Directly links to Kodak and Fuji motion picture films websites.

#### SHOT DETAILS TAB

- Start by pushing the "New Shot" Button or by selecting "New Record" from the pull down menu "Records".
- Shot number, storyboard image, scene title, talent, talent direction, camera direction (frame rates, lens, crane or dolly, etc.) Location/set, special requirements (fans, smoke, wet down, etc.). And miscellaneous notes.
- You can use the shot set up field to indicate which shots can be done from similar angles and lighting (i.e. Master, close-up...) And what order of the day you would like to shoot them in.
- For special effects shots that are assembled from multiple plates, enter shot master #'s and plate #'s.
- Import board images for specific plates.
- import location, set, or blocking diagrams, as well as location photos.
- you can enter specific information on sun position, shoot time, GPS, etc.

#### SCHEDULING TAB

- Add schedule items such as lunch, company moves, wrap, etc. At the push of a button or by manually typing.
- View and print and export a shooting schedule.

#### PRINT / PDF TAB

- Choose your paper size by clicking on the paper size button at the lower right of the screen, either us letter or a4, or other and click OK.
- Click the button of the report you would like to print or create a PDF of.
- You can also export data for a shot list to be used in a word processing program or spread sheet program like Word or Excel or Apple iWork's Pages

#### TELECINE TAB

Use this screen to import digital reference shots from the actual shoot day that you have color corrected in an image editing program (like Photoshop). Send an exported PDF file with NTSC Color Bars the image to your colorist or view it at the transfer on your NoteBook computer.

#### LIST VIEW SCREEN

- View your shots in a scrollable list view.

#### PRESENTATION MODE

- Present and view your shots as a slide show.

### MOBILE SCREEN

#### SETUP TAB (MOBILE)

- An abridged version of the same tab in the "Standard" Screen

#### SHOT DETAILS TAB (MOBILE)

- An abridged version of the same tab in the "Standard" Screen

#### LOCATION TAB (MOBILE)

- import location, set, or blocking diagrams, as well as location photos.
- you can enter specific information on sun position, shoot time, GPS, etc.

#### PRINT / PDF TAB (MOBILE)

- Click the button of the report you would like to print or create a PDF of.

# Finding and Sorting

## FAST MATCH

There's never been a faster, easier way to find your information than with the new Fast Match feature. Now you can simply select information from the current field, and with one mouse click, find all matching records — even refine your search or broaden it — all without typing!

1. Control or right click in any field, and select “Find Matching Records” from the contextual menu.

## TO FIND RECORDS:

1. Go to the layout you want to use to find shots (records).
2. Choose find from the records menu. You see a blank find request that looks like a record without data.
3. Type values in the appropriate fields.
4. Click the find button on the left hand side of your screen.

Type values into fields on a single find request to perform an and request. To do an or request, type each value on a new request by selecting new request from the edit menu during find mode. To exclude records from the request, check the omit checkbox in find mode.

## TO SORT RECORDS:

1. Find the records you want to sort, or choose find all from the select menu.
2. Choose sort from the records menu.
3. In the field list, select the name of the field you want to sort by and click move to put the field name in the sort order list.
4. Add any additional sort fields in the same way.
5. Click sort.

The sort order instructs FileMaker Pro to arrange records in ascending, descending, or custom order. FileMaker Pro sorts by the first field in the sort order, then by the second, and so on.

# Preview and Printing

In preview, you can see how your records will look when printed and how many records will fit on a page.

To preview and print different reports:

1. Go to the print menu screen by clicking on the tab icon that says print menu.
2. Choose your paper size by clicking on the paper size button at the lower right of the screen, either US letter or A4, or other and click OK.
3. Click the button of the report you would like to print.
4. Preview the report by clicking on the pages of the book icon or drag the bookmark to flip through the pages of the file.
5. Click on the “continue” button to print or the “cancel” and “go back” buttons to return to the print menu screen.

# Data Entry

## TO ENTER DATA

- type the data in a field.
- select the data from a value list if the field is formatted to display values with a popup list, popup menu, check boxes, or radio buttons.

## To move to a field

- click in the field where you want to enter data.
- press tab to move to the next field in the tab order.
- press shift+tab to move to the previous field in the tab order.

## DATA ENTRY SHORT CUTS



By clicking on the field labels (i.e. Action, Notes, Special Requirements, etc.) Of most of the data entry fields you will be presented with a list of information that has been previously entered in that specific field. Simply click on the desired text and click OK and that data will be pasted into the field.


## To move to another shot (record)

- press command-tab on the Mac OS or ctrl+down arrow on windows to move to the next record, or click on the lower page of the book icon in the upper left corner.
- press command-shift-tab on the Mac OS or ctrl+up arrow on windows to move to the previous record, or click on the upper page of the book icon in the upper left corner.

## To add and delete shots (records)

- to add a new shot (record), choose new record from the records menu or click the words new shot at the top of the window (just below the tab icons).
- to duplicate a shot (record), go to the shot (record) you want to duplicate and choose duplicate record from the records menu.
- to delete the current shot (record), choose delete record from the records menu.

## To add images (storyboard, location, plate, etc.)

- to add a storyboard image: click in the button  for the field you wish to import into, and navigate to where you have stored your scans.

# Importing and Exporting

## TO IMPORT RECORDS:

1. Open the file (destination) that will receive the imported records.
2. Choose Import/Export in the file menu and then Import records.
3. Select the file type by selecting from the save as type (Windows) combo box or the type (Mac) popup list.
4. Locate the source file in the files list and click Save. You see the import field mapping dialog box.
5. Drag field names on the right (destination) to match fields on the left (source).
6. In the column between the "source" and "destination" field names, click so that an arrow appears between the columns. The arrow indicates that the import for that pair of fields will occur. Click again to disable import for that pair of fields.
7. Click add new records to append the imported records or replace data in current found set to overwrite existing records.
8. Click import.

To export the data for a shot list (to be used in a word processing program) :

1. Go to the print screen by clicking on the tab icon that says print. You can also select "export shot list" from the scripts or tasks menu.
2. Click on the "export list txt." button.
3. A text file named "shot list.txt" will be save to the desktop of your computer.

To import images (storyboard, location, plate, etc.)

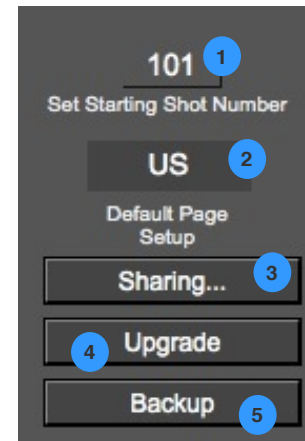
- to add a storyboard image: click in the appropriate field and navigate to where you have stored your images or scans.

To Import an entire Directors NoteBook file:

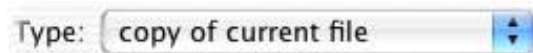
Go to the Job Setup screen and press the Upgrade button. Locate the file you wish to import, and click OK.

To Export and entire Directors NoteBook file:

Go to the Job Setup screen and press the Backup button. This will bring up the "Create a copy" window. Choose "Save a Copy as" from the popup menu. Give the backup file a unique name making sure to add ".DNB" at the end instead of ".fp5", and remember the location where you save it.



- 1 Set The starting shot number (101 or 201 or 1,2,3 or...)
- 2 Click to set the page setup paper size for Printing (US letter, A4, or Set it to Custom and the Page Setup
- 3 Set to multiple Users for Network Sharing. (Not Available in Directors NoteBook SA)
- 4 This will import your project Data from an older version of Directors NoteBook.
- 5 Use this to Backup your work to another file. Recommended at least once per session.



# Recovering Damaged Files

## RECOVERING DAMAGED FILES

Power failures, hardware problems, or other factors can damage a NoteBook file. When Directors NoteBook Pro or SA discovers a damaged file, a dialog box appears, telling you to contact the developer.

Here is how to recover a damaged file:

press the Option+Command (Apple) keys while double-clicking the Directors NoteBook SA application icon. Hold the keys down until you see the Recover File dialog box. Recovering a runtime database solution file

During the recovery process, the Directors NoteBook SA application:

- creates a new file
- renames any damaged file by adding Old to the end of the filenames

(for example, My Commercial is renamed to My Commercial Old).

- gives the repaired file the original name

# Mobile

## Accessing Directors NoteBook on your iPhone, iPod touch, or iPad using FileMaker Go.



### Overview

FileMaker® Go lets you work with Directors NoteBook notebook files on your iPhone, iPod touch, or iPad. You work with data interactively: when you change data on the device, the data is updated on the host computer, and vice versa.

You can also transfer a notebook file to the device and work "offline." When you transfer a database to the device, changes you make are not synchronized with the remote file.

### For iPhone



### For iPad



Connect to NoteBooks hosted on FileMaker Server or FileMaker Pro via a local wireless network or over the Internet using Wi-Fi or 3G. All changes are instantly updated in the hosted file.



Copy your NoteBooks between your desktop or laptop and FileMaker Go using File Sharing in iTunes. This is ideal for accessing single-user databases.

(Note: While copying files is supported, synchronization is not).



Email your NoteBook file as an attachment to yourself and open the attachment in FileMaker Go on your iOS device.