

ADOBE® STORY

Help and tutorials

April 2014



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Getting Started

Getting Started with Story

Adobe Story workflow Workspace

Most productions start with a script that serves as the basis for pre-production planning, production, editing, and ultimately the finished project. Adobe® Story, an online service, is a collaborative script development tool for creative professionals, producers, and writers. Adobe Story plays the starting role in the pre-production phase of a script-to-screen, metadata-driven workflow.

Adobe Story can be launched from a browser as an online application, or installed as a desktop application. The desktop application provides you with the option of working offline, and syncing up with the online version later.

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Adobe Story workflow

Although the order of the tasks can vary depending on your requirement, using Adobe Story involves the following basic tasks:

Log in to Adobe Story

Launch Adobe Story using the URL <http://www.adobe.com/go/adobestory>. Log in to Adobe Story. If you are using Adobe Story for the first time, Sign Up for Adobe Story and then log in using your ID.

Create a project

Projects are containers for scripts, and documents related to a script such as character biographies and synopses. For more information, see [Projects](#). Creating projects for your scripts and documents help organize them better. If you do not create a project, a default project is used to store your scripts and documents.

You can organize projects into categories, and archive projects that you do not access frequently.

Add/edit scripts

Create scripts, or import scripts from other formats such as text, PDF, Microsoft Word, Final Draft®, and Movie Magic® into Adobe Story. For more information, see [Scripts and free form documents](#).

The various tools in Adobe Story help ensure that your script is compliant with industry standards.

Share scripts for collaboration or review

Available for: Adobe Story Plus

Story enables you to co-write and edit as a team. You can assign roles to various production team members, giving you control over who can read, review, or modify the script. For more information, see [Sharing, commenting, and collaborating](#).

Create shooting script

Create a shooting script out of your current script by adding information such as shot elements, shot numbers, and shot duration. For more information, see [Shooting scripts](#).

Tag scripts

Available for: Adobe Story Plus

Tag words and phrases in your document associated with production items such as location, cast, prop, and equipment. You can apply multiple tags to such words or phrases. For more information, see [Tagging](#).

Export your script

Export your scripts in various formats such as PDF, Microsoft Excel, and the Adobe Story native format (ASTX).

Integrate your script with Adobe Creative Suite Production Premium


Leverage the metadata in your script in Adobe Creative Suite Production Premium CS6 applications to reduce production time. For more information, see [Integration with Creative Suite](#).

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Workspace

The Adobe Story application has three views: Home, Projects, and Authoring.

When you log in to Adobe Story, the home page is displayed first. The home page contains various resources to help you get started, and provide feedback on the application.

To resize the application to fit the entire space on your monitor, click the Full Screen  icon.

To exit the full screen mode, press the Escape (Esc) key.

Navigating among the views

To navigate among the three views, use the corresponding links in the top menu bar.

If the Authoring icon is disabled, click Projects. The option is disabled when you do not have a script open for editing/authoring.

Double-click a script in the Projects view to open it in the Authoring view. If there are a number of scripts opening in the Authoring view, their total number is displayed next to the Authoring option.



The three views in Adobe Story. The Authoring view is disabled until you open a document from the Projects view.

A. Home view **B.** Projects view **C.** Authoring view (disabled status)

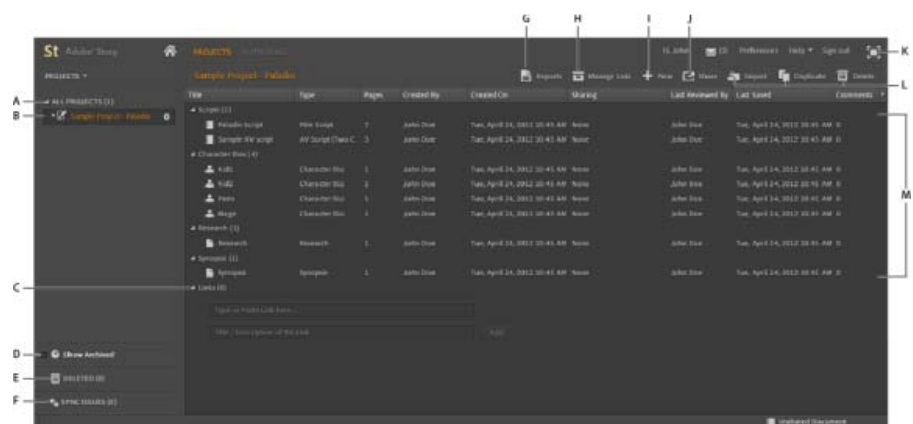
Projects view

Click Projects on the top bar to launch the Projects view. You can create and manage your projects and categories in this view.

You can perform the following tasks in the Projects view.

- Create new projects.
- Add new scripts, or import scripts into projects. Double-click a script in the project to open it in the Authoring view.
- Add scripts to projects, and add projects to categories.
- Add documents associated with a script, such as character biographies and synopses to a project.
- Add links that you use frequently when working on projects.

- Get information about a script, such as the title, the author, and who it's shared with.

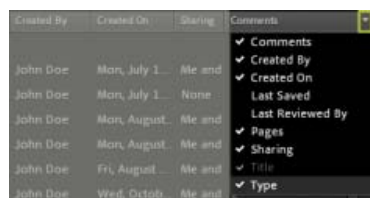


Projects view

A. Projects menu **B.** List of projects **C.** Option to add links **D.** Option to view archived projects **E.** Deleted items **F.** Sync issues **G.** Option to generate production reports **H.** Option to manage lists **I.** Option to create a new document, such as script or schedule **J.** Option to share a document **K.** Full screen **L.** Options to import, duplicate, and delete documents **M.** Columns displaying information about documents in the project

Customize columns in the Projects view

The columns provide information about the documents in a project. Click the downward arrow icon to select columns that you want to hide or display.



Customizing column display

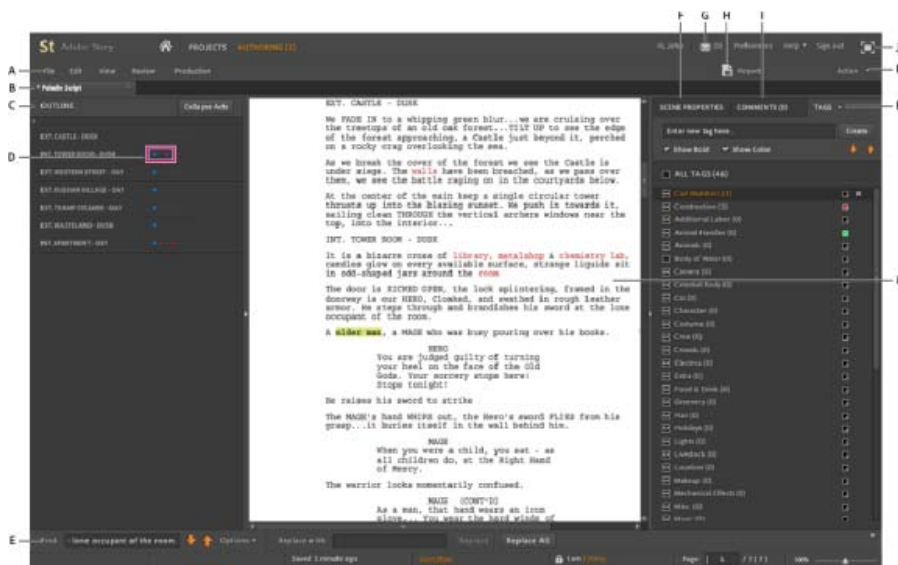
Authoring view

Do one of the following to open the authoring view:

- Double-click a script/document in the Projects view.
- Click Authoring in the top bar. This option is enabled if you have at least one open script in the Authoring view.

You can perform the following tasks in the Authoring view.

- Create, edit, review, and share scripts and related documents, such as character biographies, and synopses.
- Create shooting scripts.
- Tag scripts.
- Import and export scripts in various formats.
- Print scripts.
- Generate breakdown reports



Authoring view

A. Menu bar **B.** Tabbed script panel **C.** Scene outline panel **D.** Dots indicating character elements **E.** Find options **F.** Scene Properties panel **G.** Link to view notifications **H.** Reports shortcut **I.** Comments panel **J.** Full Screen **K.** Scene elements menu **L.** Tagging panel **M.** Editing panel

Navigating pages

Enter the page number in the option at the bottom of the workspace to jump to the desired page.

Unlocking Adobe Story

Adobe Story gets locked if you have not worked on it for more than 30 minutes. To unlock the application, click Unlock.

Adobe also recommends

- [Working offline](#)
- [Projects](#)

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Adobe Story Plus and Adobe StoryFree

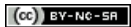
Adobe Story has two versions:

1. Adobe Story Plus: Adobe Story Plus is available as part of an Adobe Creative Cloud™ membership or is sold separately as a subscription.
2. Adobe Story Free: Adobe Story Free is available for no charge. To subscribe to Adobe Story Plus, once you are logged in, click “UPGRADE NOW” at the top-right corner of your screen.

In the documentation, each of the help topics relevant to features not available for any of these versions are marked accordingly. If a feature is not available for Adobe Story Free version, it is marked as following:

Available for: Adobe Story Plus

Refer to the table at [this URL](#) for a feature comparison between Adobe Story Free and Adobe Story Plus.



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Working offline with Adobe Story

Overview

[Install Adobe Story desktop application](#)

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Overview

Available for: Adobe Story Plus

You can choose to work offline using the Adobe Story desktop application (Story AIR application)

The content that you changed in the offline mode is automatically updated in the corresponding script on the server when you go online. For example, you can work with scripts in the offline mode when you are on an airplane. The script is updated on the server after your computer is reconnected to the Internet.

You cannot share scripts, view shared scripts, or use the full import functionality in the offline mode.

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Install Adobe Story desktop application

Available for: Adobe Story Plus

1. In the Projects View, select Projects > Install Desktop Application. You can also download the desktop application from the home page.
2. Select Install Now in the browser that opens.
3. Follow instructions to install the desktop application.

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Automatic updates to desktop application

Available for: Adobe Story Plus

Adobe Story updates itself when a new build is available. You can continue using Adobe Story after the update is complete.

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Log in to Adobe Story desktop application

Available for: Adobe Story Plus

Ensure that you are online when you launch the desktop application for the first time. The login credentials you provided are authenticated with your credentials on the server. You can start using the desktop application in the offline mode after your first login.

1. If you are logging in for the first time, ensure that you are connected to the Internet.
2. Launch the Adobe Story application that you installed on your desktop.
3. Select a language for your interface.
4. Enter the e-mail address and password that you provided during registration.
5. If you select Remember Me, the current session is available to you for 14 days provided you do not log out of the application. For these days, you are taken directly to the Projects view when you use the Adobe Story link. Do not use this option when working on a shared computer.
6. Click Sign In.

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Switching between online and offline modes

Available for: Adobe Story Plus

- Select Work Online/Work Offline in the top bar of the application to switch between the online and offline modes.

When you go online, Adobe Story tries to automatically update the offline script with the online version. If there is a difference between the two versions, a copy of the online version is created in the projects folder. You can choose to continue working with the version you were working on when you were offline, or work on the online version.

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Lock documents when switching modes

Available for: Adobe Story Plus

Locking prevents co-authors from editing shared documents when you are offline.

To lock or unlock documents, do the following:

1. Click Lock in the Lock Document dialog box that appears when you go offline.
2. When you switch back to the online mode, the Unlock Files dialog box appears using which you can unlock your documents.

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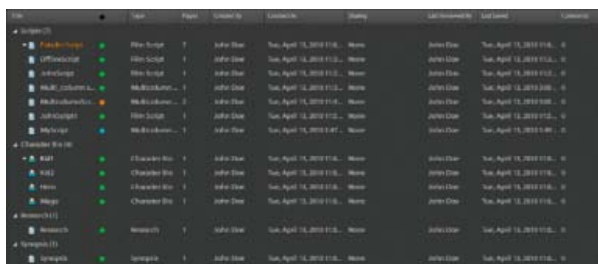
View sync status of scripts

Available for: Adobe Story Plus

The following icons in the Projects view indicate the sync status of scripts in the desktop application.

Icon	Description	Action required
------	-------------	-----------------

Green dot	The online and offline versions of your script are in sync.	No action required.
Red dot	The online script is not available in the offline mode. Scripts that are shared with you are not available to you in the offline mode. The red dot also appears when there is a problem with updating the two versions of the script.	If you are the author of the script, check for any Internet connection issues.
Orange dot	The script in the offline mode is the latest version and is out-of-sync with the online version.	Connect to the Internet. Click the Online button. Adobe Story updates the online version with changes in the offline content.
Blue dot	The document has never been synced with the online version.	No action required. The document is synced when you go online.



Project panel of the desktop application displaying the status of scripts

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Access Document history while working offline

Available for: Adobe Story Plus

Use the document preferences option Make Versions Available Offline to make online versions available in the offline mode. This option is a document level setting and disabled by default.

When the Make Versions Available Offline option is disabled, and the desktop application is in the **offline** mode:

- Online versions of a document are listed in the History panel but you cannot open them. When you try to open an online version, a dialog box appears using which you can change the preference settings. Later, switch to the online mode to sync the online version.
- Online versions are not synced with offline versions. However, irrespective of the setting, offline versions are synced with the online versions when the application goes online.
- Summary of changes is unavailable if one or both the versions being compared are online documents that have not been synced.
- If you open a version in the web application, the version becomes available in the offline mode.

A version opened in the online mode at least once is available in the offline mode irrespective of the preference.

Enable Make Versions Available Offline option

Available for: Adobe Story Plus

1. Select File > Document Preferences.
2. In the Document Preferences dialog, select Make Versions Available Offline.

Syncing online-offline content

Available for: Adobe Story Plus

Adobe Story's auto-merge feature prevents data loss during online-offline sync when there is data mismatch between the web application and the desktop application.

Data mismatch can occur in the following cases:

Scenario	Behavior
You create categories/projects with different names in the online and offline mode.	Both the categories/projects are retained when the online and offline data are synced.
You create categories/projects with the same name in the online and offline mode.	Both categories/projects are retained post sync. You can delete/rename one of them after the sync.
You create scripts with the same name in the online and offline mode.	Both the scripts are retained after the sync. You can delete/rename one of them after the sync is complete.
You edit the same file in both the web application, and desktop application (offline mode).	Edits performed in the online mode get saved as a version and the offline edits become the new current version of the document.

Version conflict resolution during sync

Available for: Adobe Story Plus

Version conflict occurs when there are matching version numbers of a document in the online and offline mode during sync.

The version naming system provides you with the information to distinguish between versions created in the online and offline mode. The naming convention used is <V+version number>_<Mode>_<document name>. Depending on whether the document was created in the online or offline mode, the value for Mode is ON or OFF.

The following example describes how a version conflict is handled in Adobe Story.

You create a document version, version 3, in the desktop application-offline mode. In the web application, you create a version of the document with the same version number. During online-offline sync, the version conflict is handled in the following manner:

- The online version, version 3, retains the version number.
- The version number of the offline version, version 3, is changed to version 4.
- The current version of the document in the online mode becomes version 5.
- The current version of the document in the offline mode is now the current version in the online mode.

Version order in the History panel post sync

Available for: Adobe Story Plus

After sync, document versions are displayed in the following order assuming that there was no version conflict during sync.

- All versions that were available in the online mode before you switched to the offline mode.
- The latest version containing all updates made to the online version of the document after you switched to the offline mode. For example, this version captures all changes through the web application after you switched to the offline mode in the desktop application.

- Offline versions of the document.



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Adobe Story application for iOS-based devices

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[Logging out of the Adobe Story application](#)
[View documents, scene outline, and scenes](#)
[View notifications](#)
[Review scripts](#)
[View/Delete comments](#)

The Adobe® Story application for iOS-based devices allows you to read and review Adobe Story scripts and free form documents. The application currently does not support AV Scripts, Multicolumn scripts, and TV scripts.

Note: *The Adobe Story application for iOS-based devices is currently available only in English.*

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Logging in to the Adobe Story application

Register yourself with Adobe Story using the web or desktop application of Adobe Story before you attempt to log in to the iOS-based application. Enter the credentials you used when registering yourself with Adobe Story to log in to the application. Accept the TOU before attempting to log in.

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Logging out of the Adobe Story application

1. Tap Account.
2. Tap Log Out.

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View documents, scene outline, and scenes

- When you log in to the Adobe Story application, the ten most recently read files are displayed. To view all the documents, click Categories.

Note: *The shared documents are displayed with a shared icon.*

- To view the scene outline for a script, tap the script in the Recent Files or Categories view.
In the scene outline view, the number of new comments for the scene are displayed.
- To view the contents of a scene, tap the scene in the scene outline. Use the arrow icons to move among the scenes in a script.

Note: *For documents with tracked changes, the Show Final mode is used to display content. For users with reader permissions, the Show Original mode is used to display content.*

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View notifications

In the Recent Files view, tap Notifications. A list of notifications is displayed. The new notifications appear highlighted.

When you tap a notification, the document related to the comment or edit is displayed. The number of new comments for a scene are displayed to

the right of the scene heading.

To view the latest notifications, pull down the notifications list. New notifications appear at the top of the list. For older notifications, pull up the list. The list of notifications is loaded in batches of 10.

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Review scripts

You can review a script if you have author, co-author, or reviewer permissions.


1. Open the script, and navigate to the scene.
2. Do one of the following:
 - Double tap to select the content that you want to comment on. Tap on Comment to enter your comment. Alternatively, tap the Add Comment button.
 - To comment on content that has been previously commented on, enter your comment in Write New Comment.
 - To navigate among comments, use the arrow icons.
3. Click Post.

Note: Although the entire paragraph appears highlighted for a comment, the comment is applied only to the selected word or phrase.

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View/Delete comments

- In the scene containing comments, tap Comments. The list of comments is displayed. When you tap a comment in the list, the paragraph containing the comment is highlighted.
- To delete a comment, tap a comment in the list. Tap Delete.

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Keyboard shortcuts

[Before you begin...](#)

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Before you begin...

When there is a conflict between the keyboard shortcuts in Adobe Story and the browser, some of the keyboard shortcuts in Adobe Story might not work as intended. The keyboard shortcut behavior varies based on the browser, and its versions. If you regularly use keyboard shortcuts, Adobe recommends that you use the desktop version of Adobe Story.

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Windows

Keyboard shortcuts for Adobe® Story running on Firefox, Chrome, and Internet Explorer.

Note: (Internet Explorer 8) - Those keyboard shortcuts in Adobe Story that conflict with the browser's shortcuts might not work as intended. Use the menu to perform these actions.

Authoring view

Action	Firefox, Chrome	Internet Explorer	Menu path
Copy text	Ctrl c	Ctrl c	Edit > Copy
Paste text	Ctrl v	Ctrl v	Edit > Paste
Save document	Ctrl s		File > Save
Save document as	Ctrl Shift s	Ctrl Shift S	File > Save As
Undo typing	Ctrl z	Ctrl z	Edit > Undo
Add a sticky note	Ctrl+Shift+M	Ctrl+Shift+M	Production > Insert Sticky Notes
Redo last action	Ctrl y	Ctrl y	Edit > Redo
Find text	Ctrl f	Ctrl f	Edit > Find
Select all	Ctrl a	Ctrl a	Edit > Select All
Go to the next element of the same type in the script	Ctrl j		Edit > Jump > Next Element
Go to the previous element of the same type in the script	Ctrl k		Edit > Jump > Prev Element
New Document	Ctrl n		File > New

Close Current Document	Ctrl w		File > Close
Apply Scene Heading	Ctrl 1		Scene Element menu
Apply Action	Ctrl 2		Scene Element menu
Apply Character	Ctrl 3		Scene Element menu
Apply parenthetical	Ctrl 4		Scene Element menu
Apply dialogue	Ctrl 5		Scene Element menu
Apply transition	Ctrl 6		Scene Element menu
Apply shot	Ctrl 7		Scene Element menu
Apply General	Ctrl 8		Scene Element menu
Apply Speaking Extras	Ctrl 9		Scene Element menu
Auto Complete Menu 1 (INT./EXT.)	Ctrl spacebar	Ctrl spacebar	
Auto Complete menu 2 (Location)	Ctrl spacebar	Ctrl spacebar	
Introduce New Line	Shift Enter	Shift Enter	
Page break	Ctrl Enter	Ctrl Enter	
Print Selected	Ctrl P		File > Print
Next Scene	Ctrl Shift j	Ctrl Shift j (applicable only for Internet Explorer 9)	Edit > Jump > Next Scene
Previous Scene	Ctrl Shift k		Edit > Jump > Prev Scene
Cut text	Ctrl x	Ctrl x	
Show Help	F1 (launches Windows Help as well)	F1 (launches Windows Help as well)	Help > Adobe Story Help
Switch between Authoring and Projects views	Ctrl ~	Ctrl ~	

Keyboard shortcuts for camera shot

Available for: Adobe Story Plus

You can also use keyboard shortcuts to select options for Shot Type in the Camera Shot Instructions dialog. Each option under the Shot Type section is associated with a keyboard number key. The keyboard shortcut appears in parentheses beside the option.

Action	Shortcut
Launch Camera Shot dialog	Ctrl+Shift C
Launch Video Tape dialog	Ctrl+Shift V
Launch Recording Break dialog	Ctrl+Shift R

Launch the Additional Information dialog	Ctrl+Shift+Y
Launch Camera Shot dialog with type 'Shot Line' selected	Ctrl+Shift 5
Launch Camera Shot dialog with type 'As Directed' selected	Ctrl+Shift 6
Launch Camera Shot dialog with type 'Shot Development' selected	Ctrl+Shift 7
Launch Camera Shot dialog with type 'Camera Reposition' selected	Ctrl+Shift 8
Launch Camera Shot dialog with type 'Isolated Shot' selected	Ctrl+Shift 9
Launch Camera Shot dialog with type 'Pickup Shot' selected	Ctrl+Shift 0

Projects view

Action	Firefox, Chrome	Internet Explorer
Traverse document rows	Up/Down arrows	Up/Down arrows
Show Context Menu for selected document	Ctrl Enter	Ctrl Enter
Open selected	Enter	Enter
Rename	F2	F2
Share a document (Open sharing dialog in both Projects/Authoring views)	Ctrl Shift H	
Add New Project (launches Create New Project dialog)	Ctrl Shift N	Ctrl Shift N (not applicable for Internet Explorer 9 and 10)
Import Script	Ctrl Shift I	

Keyboard Shortcuts - AV Scripts

The keyboard shortcuts to insert the following elements in AV scripts do not work on Internet Explorer. If you are using Internet Explorer, use the element menu to insert elements.

Action	Firefox, Chrome
Scene	Ctrl 1
Character	Ctrl 2
Dialog	Ctrl 3
Parenthetical	Ctrl 4
General	Ctrl 5

Keyboard shortcuts for new scene options in AV scripts.

Action	Keyboard shortcut
Scene	Ctrl 6
Character	Ctrl 7
Dialog	Ctrl 8

Keyboard shortcuts to insert images in AV scripts.

Action	Keyboard shortcut
Insert Image	Ctrl 9

Keyboard shortcuts - scheduling

Keyboard shortcuts to breaks and banners in schedules:

Action	Keyboard shortcut
Insert Day break	Ctrl ,
Insert Banner (no duration)	Ctrl .

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Mac

Keyboard shortcuts for Adobe Story running on Firefox, Chrome, and Safari.

Authoring view

Action	Safari	Firefox	Chrome	Menu path
Copy text	Cmd c / Ctrl c	Cmd c / Ctrl c	Cmd C / Ctrl c	Edit > Copy
Paste text	Cmd v	Cmd v	Cmd v	Edit > Paste
Save document	Ctrl s	Ctrl s	Cmd s / Ctrl s	File > Save
Save document as	Ctrl Shift s	Cmd Shift s/ Ctrl Shift s	Cmd Shift s/ Ctrl Shift s	File > Save As

Undo typing	Cmd z / Ctrl z	Cmd z / Ctrl z	Cmd z / Ctrl z	Edit > Undo
Redo last action	Cmd y / Ctrl y	Cmd y / Ctrl y	Cmd y / Ctrl y	Edit > Redo
Find text	Ctrl f	Ctrl f	Cmd f / Ctrl f	Edit > Find
Select all	Cmd a / Ctrl a	Cmd a / Ctrl a	Cmd a / Ctrl a	Edit > Select All
Go to the next element in the script	Cmd j / Ctrl j	Ctrl j	Cmd j / Ctrl j	Edit > Jump > Next Element
Go to the previous element in the script	Cmd k / Ctrl k	Ctrl k	Cmd k / Ctrl k	Edit > Jump > Prev Element
New Document	Ctrl n	Ctrl n	Ctrl n	File > New
Close Current Document	Ctrl w	Ctrl w	Ctrl w	File > Close
Apply Scene Heading	Ctrl 1	Ctrl 1 / Cmd 1	Ctrl 1 / Cmd 1	Scene Element menu
Apply Action	Ctrl 2	Ctrl 2 / Cmd 2	Ctrl 2 / Cmd 2	Scene Element menu
Apply Character	Ctrl 3	Ctrl 3 / Cmd 3	Ctrl 3 / Cmd 3	Scene Element menu
Apply parenthetical	Ctrl 4	Ctrl 4 / Cmd 4	Ctrl 4 / Cmd 4	Scene Element menu
Apply dialogue	Ctrl 5	Ctrl 5 / Cmd 5	Ctrl 5 / Cmd 5	Scene Element menu
Apply transition	Ctrl 6	Ctrl 6 / Cmd 6	Ctrl 6 / Cmd 6	Scene Element menu
Apply shot	Ctrl 7	Ctrl 7 / Cmd 7	Ctrl 7 / Cmd 7	Scene Element menu
Apply General	Ctrl 8	Ctrl 8 / Cmd 8	Ctrl 8 / Cmd 8	Scene Element menu
Apply Speaking Extras	Ctrl 9	Ctrl 9 / Cmd 9	Ctrl 9 / Cmd 9	Scene Element menu
Auto Complete Menu 1 (INT./EXT.)	Ctrl spacebar	Ctrl spacebar	Ctrl spacebar	
Auto Complete menu 2 (Location)	Ctrl spacebar	Ctrl spacebar	Ctrl spacebar	
Introduce New Line	Shift Enter	Shift Enter	Shift Enter	
Page break	Ctrl Enter / Cmd Enter	Ctrl Enter / Cmd Enter	Ctrl Enter / Cmd Enter	
Print Selected	Ctrl p	Ctrl p	Ctrl p / Cmd p	File > Print
Next Scene	Ctrl Shift j	Ctrl Shift j	Cmd Shift J / Ctrl Shift J	Edit > Jump > Next Scene
Previous Scene	Ctrl Shift k	Ctrl Shift k	Cmd Shift K / Ctrl Shift K	Edit > Jump > Prev Scene

Cut text	Cmd x / Ctrl x	Cmd x / Ctrl x	Cmd x / Ctrl x	Cut text
Show Help	F1	F1	F1	Help > Adobe Story Help
Switch between Authoring and Projects views	Ctrl ~	Ctrl ~	Ctrl ~	

Keyboard shortcuts for camera shot

Available for: Adobe Story Plus

You can also use keyboard shortcuts to select options for Shot Type in the Camera Shot Instructions dialog. Each option under the Shot Type section is associated with a keyboard number key. The keyboard shortcut appears in parentheses beside the option.

Action	Shortcut
Launch Camera Shot dialog	Cmd/Control+Shift C
Launch Video Tape dialog	Cmd/Control+Shift V
Launch Recording Break dialog	Cmd/Control+Shift R
Launch the Additional Information dialog	Cmd/Control+Shift Y
Launch Camera Shot dialog with type 'Shot Line' selected	Cmd/Control+Shift 5
Launch Camera Shot dialog with type 'As Directed' selected	Cmd/Control+Shift 6
Launch Camera Shot dialog with type 'Shot Development' selected	Cmd/Control+Shift 7
Launch Camera Shot dialog with type 'Camera Reposition' selected	Cmd/Control+Shift 8
Launch Camera Shot dialog with type 'Isolated Shot' selected	Cmd/Control+Shift 9
Launch Camera Shot dialog with type 'Pickup Shot' selected	Cmd/Control+Shift 0

Projects view

Action	Safari	Firefox	Chrome
Traverse document rows	Up/Down arrows	Up/Down arrows	Up/Down arrows
Show Context Menu for selected document	Cmd Enter / Ctrl Enter	Cmd Enter / Ctrl Enter	Cmd Enter / Ctrl Enter
Open selected	Enter	Enter	Enter
Rename	F2	F2	F2
Share a document (Open sharing dialog in both	Ctrl Shift h	Ctrl Shift h	Cmd Shift h / Ctrl Shift h

Projects/Authoring views)			
Add New Project (launches Create New Project dialog)	Ctrl Shift n	Cmd Shift n / Ctrl Shift n	Ctrl Shift n
Import Script	Ctrl Shift i	Cmd Shift i / Ctrl Shift i	Cmd Shift i / Ctrl Shift i
New Document	Ctrl n	Ctrl n	Ctrl n

Keyboard Shortcuts - AV Scripts

Action	Safari	Firefox, Chrome
Scene	Ctrl 1	Ctrl 1 / Cmd 1
Character	Ctrl 2	Ctrl 2 / Cmd 2
Dialog	Ctrl 3	Ctrl 3 / Cmd 3
Parenthetical	Ctrl 4	Ctrl 4 / Cmd 4
General	Ctrl 5	Ctrl 5 / Cmd 5

Keyboard shortcuts for new scene options in AV scripts.

Action	Safari	Firefox, chrome
Scene	Ctrl 6	Ctrl 6 / Cmd 6
Character	Ctrl 7	Ctrl 7 / Cmd 7
Dialog	Ctrl 8	Ctrl 8 / Cmd 8

Keyboard shortcuts to insert images in AV scripts.


Action	Keyboard shortcut
Insert Image	Ctrl 9

Keyboard shortcuts - scheduling

Keyboard shortcuts to breaks and banners in schedules:

Action	Keyboard shortcut
Insert Day break	Ctrl , / Cmd ,

Insert break	Ctrl B / Cmd B
Insert Banner (no duration)	Ctrl . / Cmd .

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New features summary

Release timeline

[New features | April 2014 release](#)

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Release timeline

This document introduces the latest features and enhancements in Adobe® Story. Click a release milestone on the timeline below to quickly navigate to a list of key features in that release.



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New features | April 2014 release

- **Vision beats and bars:** You can now enter vision beats and bars to cue camera shots or other vision items using a piece of music. Vision beats and bars are displayed to the left side of the script. See Vision beats and bars.
- **Sound elements:** You can now enter sound elements when you want to cue music or sound. A solid vertical line is automatically drawn from a sound InPoint to the sound OutPoint. See Sound and sound info elements.
- **Customized multiple line headers and footers:** You can now enter multiple lines in the document header and footer. You can choose what fields to display in the left, center, and right side of each row for the header/footer, as well as how many rows you want displayed. See Multiple-line headers and footers.
- **Ability to rename/add/delete element types from a template:** You can now decide to add/remove element types from your script and give them customized names to which your production crew can relate better.
- **Camera Cards report from the script and the Shooting Order script:** In addition to schedules, you can now generate camera cards from the shooting order script and from the source scripts. See Production reports.
- **Page setup option in template:** Film or TV script templates now store page settings. Any scripts created from the template reflect these default page settings.
- **Part Break Duration:** You can now associate duration with a part break. You can also now enter the Opening Title Duration and Closing Title duration in Film and TV scripts. This information is calculated and the cumulative running time is automatically updated based on these values in the script as well as in the timings report. See Enter the Opening Title, Closing Title, and the Part Break Duration.
- **Script On-Air Time:** You can now enter the Script On-Air Time in film and TV scripts. See Enter the Script On-Air Time.

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New features | January 2014 update

- The following dialogs now provide copy and paste functionality: Camera Shot, Video Tape, and Recording Break.

For example, the Copy Camera option lets you copy shot information. Later, you can use the Paste Camera option to copy this shot information to a new camera shot.

- You can now hide the disabled characters in the character list by selecting the Hide Disabled Items option in the Character List dialog. These hidden characters are ignored in character search results and not displayed. This setting is saved as preference at a user level.
- While dragging and dropping items in the Projects view, the drop target is visually indicated.

- Usability enhancements to make the Project and Category Rename/Delete options clearer. It is now clearly indicated whether the action is being taken on a project or a category.
- You can now reuse sharing information between projects. Simply launch the Share Project dialog for a project shared with other users and click Copy Sharing. Now, launch this dialog again for another project and click Paste Sharing to copy the sharing information.
- Renamed column headers in schedules for enhanced usability:
 - *S. Start* to *Start Time (Shooting)*
 - *S. End* to *End Time (Shooting)*
 - *S. Dur* to *Duration (Shooting)*
- You can now format the text attributes of the text in the *From* and *To* fields in a TV script template. In the Authoring view, select Edit > Template. Now, select *From And To* from the left pane and then open the Text tab.
- You can selectively display or hide camera shots of different types (View > Camera Shots).
- You can now add the current date to the script header or footer (Production > Modify Header/Footer). The current date is included when you print the script.
- While working with TV script templates, you can now customize the view settings of a scene header to include a user-defined prefix before scene numbers. You can choose to display the Episode Number/Scene Number combination or just the Scene Number before the scene heading. For example, SCENE 4509/1 and SCENE 4509/2, where SCENE is user input and 4509 is the episode number. To invoke this option, in the Authoring view, select Edit > Template > General.
- The Manage List and Assign List dialogs have been redesigned for better usability.
- Depending upon your organization's production requirements, you can create a custom report list by choosing a report template from the set of factory report templates. Once a custom report list is attached to a project, only the report templates added to the custom report list are displayed in the reports dialog.
- You can now configure Story to recognize Ctrl+number (1-5) key inputs as keyboard shortcuts for entering Camera Shots with camera numbers 1 through 5. In the Preferences, select Keyboard Shortcuts > Camera Shots. The preference is set only at a user level.

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New features | September 2013 update

- You can now export or import lists in the XML format. See *Character, actor, and set lists* for details.

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New features | May 2013 update

- You can insert sticky notes to add text annotations. You can also drag a sticky note to any location within the page.
- The Sync Schedule dialog now lists changes only for the properties that you've chosen to view.
- You can edit tags after entering them.
- You can export the resource conflict results between two schedules as HTML.
- The Manage Scene Numbers, Manage Dialog Numbers, and Manage Camera Shot Numbers dialog boxes are now simplified.
- You can export project data (lists, scene properties, and schedules) as XML.
- You can choose a font size (Small, Medium, Large) in schedules.
- You now have greater flexibility with layout while printing schedules.
- You can choose whether you want to display Revision Start Date or Last Modified Date in the header and footer for production revisions.
- You can see a list of users with whom a project is shared. Invitees who haven't yet accepted a share request are listed as well.
- When you click the word count in the status bar, you can view the dialog word count in the current script.



- Several critical bug fixes

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Features in older updates

- You can now lock camera shot numbers and insert A, B shot numbers.
- Story now has a new script element—the speaking extra.
- You can now collapse days in a schedule much like you can collapse acts in the Outline panel of a script.
- You can now print multiple non-contiguous scenes from a script. For example, you can select and print scenes 5, 8, 23, and 28.
- You can now filter the schedule view for a particular scene, character, or other relevant attributes.
- When you return to a project, you find it exactly the way you'd left it:
 - Visible columns
 - Column widths
 - Column order
 - Column sorting
- You can now create scene-level tags directly in a schedule.
- You now have the option to display scene numbers in headers and footers.
- The project admin now receives a notification when a Set or Character master list is modified.
- You can now import .FDR/.FDX files into Story as TV scripts.
- Several critical bug fixes



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Projects

Creating, renaming, and deleting projects

[About projects](#)
[Create projects](#)
[Rename projects](#)
[Delete projects](#)
[Restore deleted documents](#)
[Add frequently used links](#)

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About projects

A project can contain the following types of documents:

- Scripts
- Free form documents related to scripts such as the character biography, logline, and pitch.

In addition, projects can also contain links (URLs) that you commonly use when working with your project.

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Create projects

If you do not create a separate project for your scripts, all your scripts and documents are stored in a sample project provided as default. For easier management of your scripts, organize your scripts into projects.

1. Do one of the following:
 - In the Home view, click Create New Project.
 - In the Projects view, select Projects > New Project.
2. Enter a title for the new project. Ensure that the project name does not contain any special characters.
3. Click Create.

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Rename projects

You can rename a project, including the sample project that Adobe® Story creates when you log in for the first time.

1. Select the project in the Projects view. Click the arrow to the left of the project.
2. Select Rename.

Note: You can also select Project > Rename to rename the project.

3. Enter the name of the project.

Delete projects

When you delete a project, the project is deleted permanently but its contents are moved to the Deleted section. When you delete contents from the Deleted section, they are deleted permanently from Adobe Story.

1. Select the project in the Projects view.
2. Click the arrow to the left of the project.
3. Select Delete.

Restore deleted documents

When you delete a project, the contents of the project are moved to the Deleted section. The Project itself is permanently deleted. You can later restore the contents of the deleted project to any existing project.

If you want to restore the contents to a project with the same name as the deleted project, create a project with that name.

1. In the Projects view, click Deleted in the left panel.
2. Select the item that you want to restore to its project.
3. Click the arrow to the left of the item.
4. Select Restore To Project.
5. Select the project to which you want to restore the item.

Add frequently used links

Add links that you commonly use when working with projects.

In the right pane of the Projects view, enter the following details in the corresponding fields and click Add.

Type Or Paste Link Here Enter the URL of the website.

Title/Description Of The Link Enter a description of the link.

Adobe also recommends



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Organizing projects into categories

[Create categories](#)
[Add projects to categories](#)
[Rename categories](#)
[Remove projects from categories](#)
[Delete a category](#)

Organizing projects into categories helps you manage your projects efficiently. For example, you can create a category for each of your clients, and add projects related to them in their respective category.

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Create categories

1. In the Projects view, select Projects > New Category.
2. Enter the name of the category.

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Add projects to categories

In the Projects view, drag the project from the Project menu to the Category to which you want to add the project.

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Rename categories

1. Select Project > Rename, press F2, or double-click the category.
2. Enter a new name for the category.

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Remove projects from categories

1. Select the project that you want to delete in the Categories list.
2. Click the arrow to the left of the project.
3. Select Remove From Category.

note: If you delete a project from the All Projects list, the project is deleted from all the categories to which it belongs.

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Delete a category

1. Select the category that you want to delete.

2. Select Projects > Delete.



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Archiving projects

[Archive projects](#)
[Display archived projects](#)
[Restore archived projects](#)

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Archive projects

You can archive projects that you do not use frequently. The archived projects are hidden from view.

1. Select the project in the Projects view. Click the arrow to the left of the project.
2. Select Archive.

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Display archived projects

- Select Show Archived to display the archived projects. You can identify archived projects from their icon .

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Restore archived projects

1. Select the Show Archived option. The Archived projects are displayed.
2. Select the project in the Projects view.
3. Click the arrow to the left of the project.
4. Select Restore. The icon changes to reflect the new status.

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Back up/Restore Story data

Set global back up/restore connection preferences

Available for: Adobe Story Plus

You can back up your data in Adobe Story (such as categories, projects, scripts) on an FTP or SFTP server if you have the required permissions on the server. When required, you can use the backup file created on the server to restore data.

The data that you back up includes all the content in Adobe Story along with their organizational information. When you restore data, the data is restored using the organizational information in the backup file.

A notification appears after every backup or restore operation informing you whether the backup or restore was successful. The notification also provides information on the location of the data that was backed up or restored.

1. In the Projects, view, click Projects.
2. Select Back Up/Restore.
3. In the Back Up/Restore Account Data:
 - a. Do one of the following:
 - To back up projects in Adobe Story, select Back Up.
 - To restore a project that you have previously backed up, select Restore.
 - b. Enter the address of the server that contains the data to restore or where you want to back up the data.
 - c. (Optional) Specify the location of the directory on the server using which you want to back up or restore data.
 - d. If you are creating a backup, you can choose to change the default name of the backup file (Default name is of the type <Your first name>_<Date of initiation of the backup>_<Time of initiation the backup>). When restoring data, enter the name of the backup file to restore.
 - e. Enter your login details for the server.
 - f. Select the connection type: FTP or SFTP.
4. (Optional) To test your connection, click Test.
5. Click OK to back up or restore data.

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Set global back up/restore connection preferences

Available for: Adobe Story Plus

If there is one server that you use for backup or restore, you can specify details for the server in the Preferences dialog. This information is reflected in the Back Up/Restore Account Data dialog when you attempt to back up/restore data.

1. In the main toolbar, click Preferences.
2. Select Back Up/Restore.
3. Enter details of the server and location on the server to Back up/restore data. Enter your login user name for the server.
Note: *Adobe Story does not save your password.*
4. Select the connection type: FTP or SFTP.



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Scripts and free form documents

Scripts, scenes, and documents

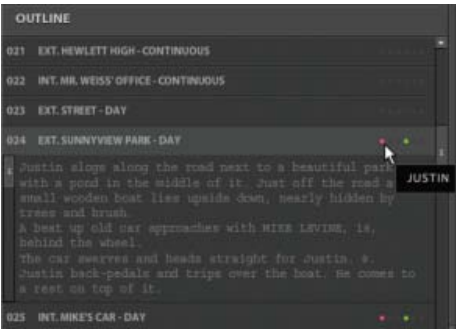
- Script outline
- Scene elements
- Navigate scene elements
- Navigate scenes
- Customize the script view

With respect to movie scripts, scenes are subdivisions of screenplays. A scene describes an action or a series of actions along with the location, characters involved, and their dialogues.

When you create a script using the various scene elements in Adobe® Story, the industry standard formatting for the element is automatically applied. You can also create documents that do not impose formatting restrictions. In Adobe Story, such documents are called *free form documents*.

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Script outline



Script outline

The Outline panel lists the different scenes in the script and their corresponding scene numbers. In the Outline, a scene heading represents a scene. When you click a heading, the contents of the scene are displayed. You can copy content from the outline to the main editing panel.

When you complete a scene and begin the next, the scene is automatically added to the Outline panel. When you double-click a strip in the Outline view, the focus in the editor and the properties panel shifts to the corresponding scene.

To reorder scenes, drag-and-drop scenes within the Outline panel. The corresponding changes are reflected in the editor. To delete a scene, click the X button for that scene in the Outline view

The colored dots in the outline represent characters in that scene. The six most commonly occurring characters in the script are listed in the outline. The first character dot represents the most frequently appearing character across all scenes. To display the name of the character represented by a dot, move your cursor over the dot.

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Scene elements

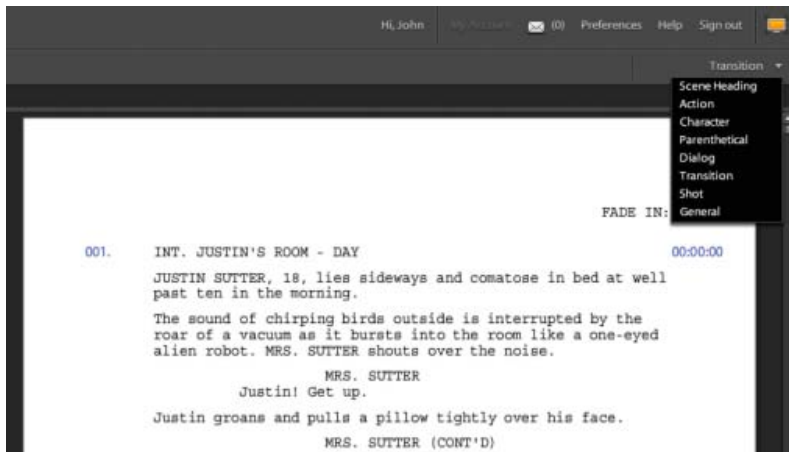
The standard sequence of elements used in a script is listed in the table.

Scene element	Description
Scene Heading	A script usually opens with the Scene Heading of the first

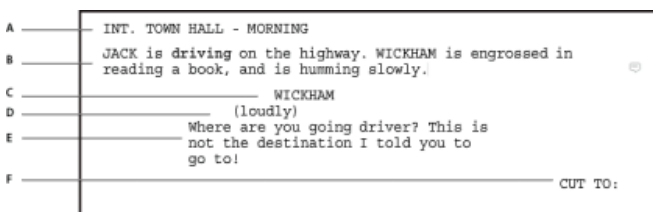
	scene in the format INT/EXT. <NAME OF THE LOCATION> - <TIME OF DAY>.
Action	An introduction to the scene, or the action being described in the scene.
Character	The name of the character(s) involved in the action, or speaking the dialogue. A character element can have multiple characters separated by " / ". For example, a simultaneous dialog may be spoken by multiple characters at the same time.
Speaking Extra	An extra who may have a couple of speaking lines. Speaking extras are not listed in the character list and are listed as extras in reports.
Parenthetical	The tone in which the actor narrates the dialogue (sarcastic, softly, loudly, and so on.)
Dialog	The dialogue for the character.
Transition	Indicates end of the scene.
General	Use the General element if the text you enter cannot be classified under the standard elements.

You can change the element in a scene using the Element menu or keyboard shortcuts. You can also right-click the scene element, and choose from the menu.

The character, parenthetical, and the first line of the dialogue are always kept together. When there is insufficient space to accommodate the three elements at the end of a page, they are automatically moved to the next page.



Scene elements menu



A sample scene

A. Scene Heading **B.** Action **C.** Character **D.** Parenthetical **E.** Dialogue **F.** Transition

Navigate scene elements

You can navigate among similar scene elements in a script using these commands. For example, if you want to navigate scene headings, place your cursor on a scene heading, and use the Edit menu commands.

- Select Edit > Jump > Next Element to move to the next scene element of the same type in the document. Keyboard shortcut: Ctrl/Cmd J.
- Select Edit > Jump > Prev Element to move to the previous scene element of the same type in the document. Keyboard shortcut: Ctrl/Cmd K.

Navigate scenes

- Select Edit > Jump > Next Scene to move to the next scene in the script.
- Select Edit > Jump > Prev Scene to move to the previous scene in the script.

Customize the script view

You can selectively display one or more of the following in the script view:

1. Show outline view
2. Expand scenes in outline view
3. Show scene property panel

Customize script view

1. In the script view, select Review > Preferences.
2. In the Preferences dialog, select script editor.
3. Select/deselect the following options and click OK:

- a. Show outline view
- b. Expand scenes in outline view
- c. Show scene property panel


The new settings take place when you close and open a script again. Until you close and open a script, it does not reflect the new settings.


Adobe also recommends

Add annotations to your script

Available for: Adobe Story Plus

1. With a script open, select Production > Insert Sticky Notes. You can also use the shortcut combination **Ctrl+Shift+M**. Story inserts a sticky note at the current cursor location.
2. Type the contents of the sticky note.

 You can minimize a sticky note, drag it across the page, or resize it.

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Scene properties panel

Work with scripts

TC (Time Continuous) suffix with TOD in the TV script

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Work with scripts

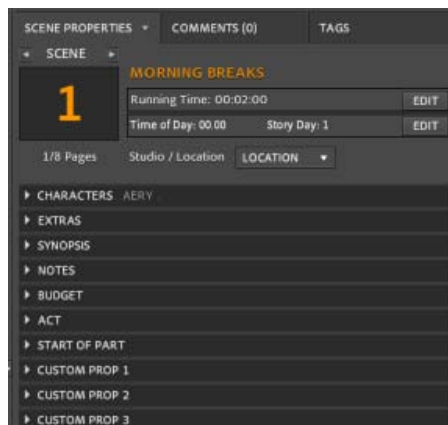
When working with scripts, you can use the Scene Properties panel to view all the properties of the scene.

Note: The Scene Properties panel is not available for free form documents, AV scripts, and multicolumn scripts.

- In the Authoring view, select View > Scene properties panel.

Note: The following properties are populated from the script itself and are not editable in the Scene Properties panel: INT / EXT, Day / Night, Set, and Duration.

Scene Properties panel has the following features:



1. **Change Scene Time dialog:** When you click in the time paragraph in a script, Story displays the Change Scene Time dialog. In the Change Scene Time dialog, you can edit Day/Night, Story Day, Date, and Time of Day.
2. **Previous and Next scene arrows:** By clicking the arrows next to the scene number, you can move between scenes.
3. **Detect non speaking characters:** The Detect button in the characters property detects the non speaking characters in the selected scene.
4. **Edit running time and Time of the day for Scenes:** Click Edit next to Running Time of a scene to assign shot duration. Click Edit next to the Time of Day to assign the time of the day and the specific story day of the scene.
5. **Select Studio/Location:** You can now change the location of the scene from the Scene Properties panel.

6. **Shot list:** The Shots property in the Scene Properties panel displays a list of all the camera shots in the scene. When you double click an entry in the list, the Camera Shot dialog appears with the relevant camera shot's properties in it. Also the editor scrolls to the place where that particular shot is present. You can edit the shot properties in the Camera Shot dialog.

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TC (Time Continuous) suffix with TOD in the TV script

Available for: All Story customers


Beginning the April 2014 release of Story, you can append T/C (Time Continuous) after the TOD (time of day) in a TV script to denote that the story time is continuous from the previous scene.

To append T/C after the TOD, do the following:

1. Click anywhere in the line where the TOD is present to launch the **Change Scene Time** dialog.
2. Select the **Time Continuous** option.

Note: If you have a FinalDraft script containing T/C in the scene heading, Story recognizes it as a T/C suffix if you import it as a UK Screenplay (TV) 3 [Beta] TV script in Story. The scene heading format to follow in FinalDraft is as follows:

`INT. SETNAME - DAY [17.00 T/C]`

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Storyboards

Add storyboard images

Storyboard is a property in scripts. you can view and manage Storyboards from the Scene Properties panel.

In the Storyboards field, you can add one or more storyboard images for a scene.

Storyboard is visible in the schedule also. Any discrepancy between the storyboards in the schedule and the relevant scripts are flagged in the sync dialog.

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Add storyboard images

1. Do one of the following:
 - a. In Scene Properties panel, click the Add Image Link inside the square placeholder under Storyboard.
 - b. Select a string of text or scene for which you want to add storyboard images. Then right-click and select Storyboard. The Manage Images dialog appears with the selected text string added as the caption.
2. In the Manage Images dialog, click Add Image Link inside the square placeholder.
3. In the Image Link dialog, paste the link to the online image and click OK.
4. Type a caption for the image.
5. To add more images, click Add Image Link (the button) at the bottom of the Manage Images dialog.



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Change of template

Change template for a script

Edit Start of act and End of act text

For TV and film scripts, you can switch to any template available under that particular script format. Such as for a TV script, you can switch between UK Screenplay TV Script 1 and UK Screenplay TV Script 2.

You can also change the font used in the template. The option to change the font of the template is in the General tab of the Change Template dialog.

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Change template for a script

You can change templates for film and TV scripts.

1. In the script view, select Edit > Template.
2. In the Change Template dialog, select a template from the Select Template pop up menu.

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Edit Start of act and End of act text

You can change templates for film and TV scripts.

1. In the script view, select Edit > Template.
2. In the Change Template dialog, select a template from the Select Template pop up menu.
3. Select General and edit the entries in the Start of act/part and End of act/part. The entries you make in these fields appear as prefixes for Start of act/part and End of act/part labels in the script. For example, if you enter "*Start of Part Number:*" in the Start of act/part field for a script, the start of first act in the script is marked *Start of Part Number: 1*.

Hide/display additional information in the template

- On the General tab of the Change Template dialog, you can specify whether you want to display the scheduled date as part of the scene time.
- To display the location in the script, click Characters In Scene in the Change Template dialog and then select Show Studio/Location.

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Customize template for scripts

Customize a template for a script Page settings stored as part of the template

You can customize the default Story templates according to your requirements and save them as custom templates.

1. Do one of the following based on your current view:

- In Projects view, click New.
- In Authoring view, select File > New.

Note: You can modify default templates from the authoring view only.

2. In Type, select Film Script or TV Script.

3. In Template, select the template that you want to customize. Click Change.

4. In the Change Template dialog, select an element from the left panel, and customize it using options in the right panel.

- Use the options in the Paragraph tab to change the alignment and spacing settings for the element. In Suffix, enter a character to automatically display at the end of the element.
- Use the options in the Text tab to specify the style for the text in the element.

5. For TV scripts, by default, all scenes start from a new page. To create scenes without page breaks, deselect the option Start Scene From New Page.

6. The position of the scene number is the distance in inches from the left margin. To change the alignment for the scene number, enter a custom value.

7. Click OK. In the Save Template dialog, enter a name for the template, and click Yes.

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Customize a template for a script

You can customize a template for a particular film or TV script. The changes made to the template are relevant only to the script for which you customize the template. To use such a template for other documents, you can later save this template to disk.

1. In Authoring view, select Edit > Template.

2. In the Change Template dialog, select an element from the left panel, and customize it using options in the right panel.

- Use the options in the Paragraph tab to change the alignment and spacing settings for the element. In Suffix, enter a character to automatically display at the end of the element.
 - Use the options in the Text tab to specify the style for the text in the element.
3. For TV scripts, by default, all scenes start from a new page. To create scenes without page breaks, deselect the option Start Scene From New Page.
 4. The position of the scene number is the distance in inches from the left margin. To change the alignment for the scene number, enter a custom value.
 5. Click OK. In the Save Template dialog, enter a name for the template, and click Yes.

Add/delete/rename element types to a template

Available for: Adobe Story Plus customers

Beginning the April 2014 release of Adobe Story, you can decide to add/remove element types in your script and give them customized names to which your production crew can relate better.

To add/delete element types to a template, do the following:

1. In the Projects view, click **New** to launch the **Create New Document** dialog.
2. Choose Film or TV Script and then any corresponding template. Click **Change**.
3. To rename any element, choose the element from the list and from the Paragraph tab. Change the **Display Name** to an appropriate name.
4. To remove any element, choose the element from the list and click the – icon.
5. To add an element type, click the + icon and then provide an element name. Set appropriate formatting settings for the newly added element.
6. To reorder elements, click and drag elements up and down the list. The same order is maintained in the element list popup in the top right hand side of the editor as well as the smart types appearing in the script.
7. Click the Shortcuts tab to set appropriate shortcuts for the *Tab* key, *Enter* key, and *Tab* key in a new line.
8. Click **Save As** to save the settings as a new template.

Note: *The following essential element types cannot be removed from the template:*

- *From*
- *To*
- *Scene Heading*
- *General*
- *Start of Part*
- *End of Part*

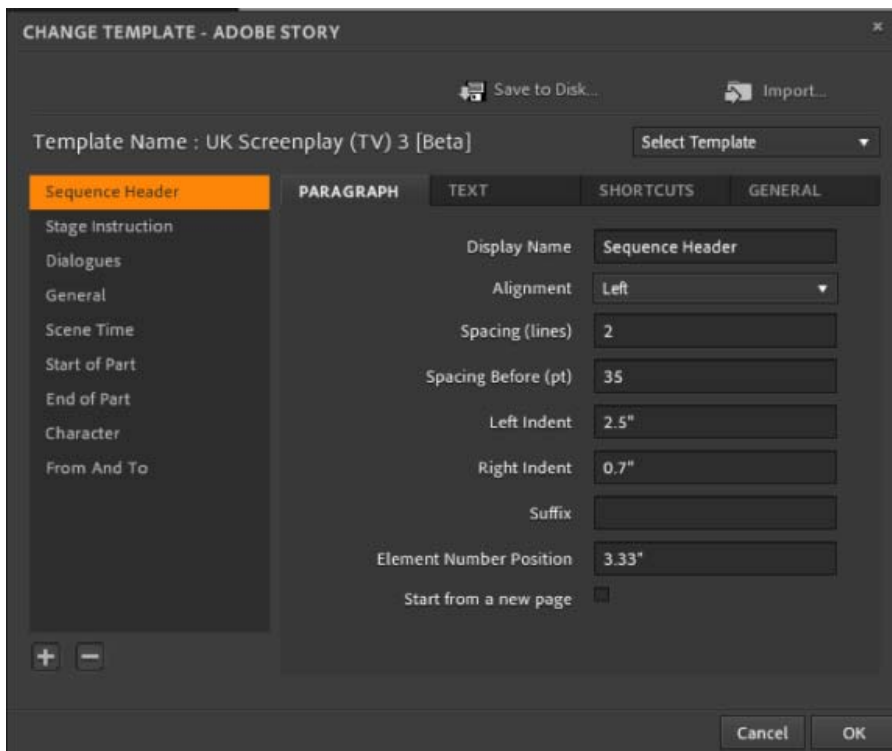


Figure 1: A template with custom element names and some elements removed

Note: The element name changes are restricted to the display within the script only. The schedule and the reports created from the scripts continue to have the standard element names.

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Page settings stored as part of the template

Available for: All Story customers

Film or TV script templates in Story can store page settings. Any scripts created from the template reflect these default page settings. For example, documents created from the UK Screenplay (TV) 1 template have the page size set to A4. On the other hand, film scripts created from the Film Template have the page size set to Letter.

Follow these steps to view/change the template page setup:

1. In the **Projects** view, click **New** to launch the **Create New Document**.
2. Choose Film or TV Script and then select a corresponding template. Click **Change**.
3. In the Change Template dialog, click **General > Page Setup**.
4. View or change the Page Settings and then click **OK**.
5. Choose **Save As** to save the modified template as a new template.

Note: Changing the page settings in the template affects all new documents created from the template. Any documents created prior to modifying the settings are not affected.

Change document page settings

Changing the document page settings affects only that particular document and not the template from which the document was created.

To view/change the document page setup after the document is created, follow these steps:

1. With the document open, click **File > Page Setup**.
2. Enter the desired page setting values and then click **OK**.



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Vision beats and bars

Available for: Adobe Story Plus customers

Vision beats and bars are used when you want to cue camera shots or other vision items using a piece of music. You would normally enter the number of beats and/or bars until the next cut or effect. Vision beats and bars appear to the left side of the script.

To insert vision beats and bars into a script, perform the following steps:

1. Place the cursor in the line where you want vision beats and bars to appear.
2. Select **Production > Vision Beats/Bars**. Alternatively use the keyboard shortcut, *Ctrl+Shift+X*.

Generate Camera Cards report with vision beats and bars

You can generate Camera Cards report with Vision Beats/Bars in a separate column in the report. To generate Camera Cards report with Vision beats and bars, do the following:

1. In the Projects view, click Reports and then choose one of the following:
 - Camera Cards [Script]
 - Camera Cards [Schedule]
 - Camera Cards [Shooting Order Script]
2. Select Include Vision Beats/Bars.
3. Choose the appropriate source script and then click Generate.



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Customized multiple-line headers and footers

Available for: All Adobe Story customers

Beginning the April 2014 release, Adobe Story supports multiple lines in the document header and footer. You can choose what fields to display in the left, center, and right side of each row for header/footer, as well as how many rows you want displayed. You can even choose to enter free-form prefix text for each value.

To enter customized header and footer settings for a document (other than the first page), do the following:

1. With the document open, click Production > Modify Header And Footer > Other Pages.
2. Click the + icon to add multiple rows.
3. Click the X icon to remove a row.
4. Choose relevant options from the popup menu:
 - Document Name
 - Document Author
 - Page Number
 - Number of Pages
 - Program Name (as specified in the Production Information dialog)
 - Series Name (as specified in the Production Information dialog)
 - Scene Number
 - Episode Number – Scene Number
 - Episode Number – Page Number
 - Current Date
 - Production Revision
 - Previous Camera
 - Next Camera
 - Transmission Date (as specified in the Script Properties dialog)
 - Location Name (as specified in the Script Properties dialog)
 - Program Number (as specified in the Production Information dialog)
 - Recording Date (as specified in the Script Properties dialog)
5. If you want to add a custom prefix before any field, double-click the **P** before the field and add any custom text.
6. Check **Insert A Line After Header/Insert A Line Before Footer** to display horizontal lines separating the header/footer text from the script body.

The TV script template, UK Screenplay (TV) 3 [Beta], has been modified to have two header rows and one footer row by default as per the settings displayed in Figure 1.

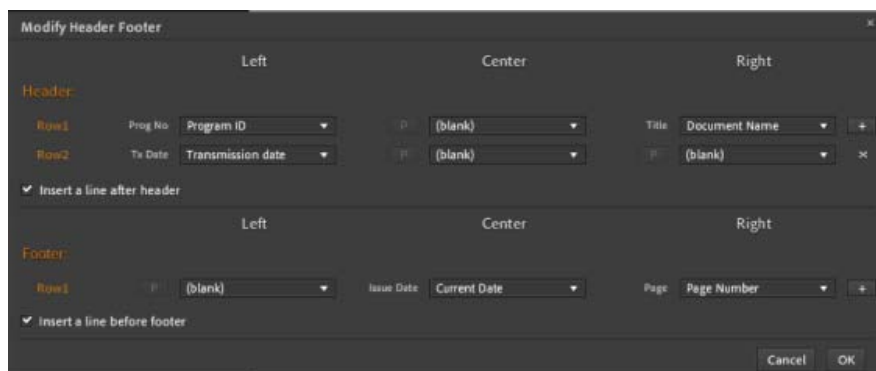


Figure 1: The Modify Header/Footer dialog



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Sound and sound info elements

Available for: Adobe Story Plus customers

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Sound elements

Sound elements are used when you want to cue music or sound. They contain a description field and appear to the right side of the script. A solid vertical line is automatically drawn from a sound **InPoint** to the sound **OutPoint**.

To insert only a sound **InPoint** or sound **OutPoint**, and not the two together simultaneously, do the following:

1. Place the cursor in the line where you want the sound elements to appear.
2. Select **Production > Sound Elements**. Alternatively, use the keyboard shortcut, *Ctrl+Shift+U*.
3. Enter the appropriate sound description, choose **InPoint** or **OutPoint** and click **OK**.

Notes:

- If you enter a sound **InPoint**, Story tries to find a sound **OutPoint** later in the script and draws a vertical line between the two boxes. If Story does not find any sound **OutPoint**, the solid vertical line is drawn from the sound **InPoint** to the end of the script.
- If you enter a sound **OutPoint** and no sound **InPoint**, an inverted T is displayed above the sound **OutPoint**.

To insert a sound **InPoint** and a corresponding sound **OutPoint** simultaneously, do the following:

1. Select the text range between which the sound **InPoint/OutPoint** boxes need to be cued.
2. Select **Production > Sound Elements**. Alternatively, use the keyboard shortcut, *Ctrl+Shift+U*.
3. Enter the appropriate **InPoint** and **OutPoint** sound description and then click **OK**.


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Sound info elements

Sound Info is a type of sound element that does not have an InPoint or OutPoint. It contains a description field and appears to the right side of the script.

To insert a Sound Info element, do the following:

1. Place the cursor in the line where you want the Sound Info to appear.
2. Click **Production > Sound Info**.
3. Enter the appropriate description and then click **OK**.

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Act breaks

[Add an act break](#)

[Delete an act break](#)

Insert act breaks to establish transitions and plot lines in your story. Using breaks, you can pace your story and establish plot lines.

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Add an act break

1. Place your cursor in a scene where you want to insert an act break.
2. Select Edit > Insert Act/Part break.

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Delete an act break

1. Place your cursor in a scene from where you want to delete the act break. If you place your cursor on the first scene, Adobe Story displays option to delete all scenes.
2. Select Edit > Delete <Act/Part break>.

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Acts in outline view

[Add act](#)
[Remove act](#)

You can group the scenes in your script into acts. You can use acts to organize your script into the classic three-act structure. Story does not limit the number of acts in a script. Your script can have any number of acts.

The outline view of a script displays the acts inserted in a script. You can expand/collapse the acts. You can also use drag-and-drop to rearrange the scenes within an act or across the acts. You can also change the default text for Acts/Parts using the template.

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Add act

You can insert an act in a scene that is not the first scene of an act.


1. Place cursor in a scene that you want to make the first scene of the act. The end of the act is either the beginning of the next act or the end of script if there are no other acts after the inserted act.
2. Select Edit > Insert Act/Part Break.

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Remove act

You can delete an act after placing the cursor in the first scene of the act.

1. Place the cursor in the first scene of the act you want to remove.
2. Select Edit > Remove Act #.

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Add images to a character/actor/set

Add image to a character/actor/set

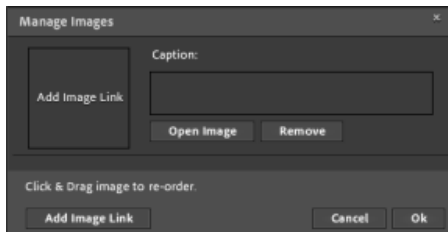
You can add images to characters, actors, and sets in the respective lists. You can use an online image to assign to a character, actor, or set.

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Add image to a character/actor/set

Available for: Adobe Story Plus

1. Locate the image online you want to add. Copy the web address of the image from the browser address bar.
2. In the character list, actor list, or set list dialog, select a list item.
3. Click Add Image Link inside the square placeholder.
4. In the Manage Images dialog, click Add Image Link inside the square placeholder.



5. In the Image Link dialog, paste the link and click OK.
6. Type a caption for the image.
7. To add more images, click Add Image Link (the button) at the bottom of the Manage Images dialog.

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Add scripts to a project

Write scripts Paragraph flow

- To create a script from the *Home* view, click Create New Script.
- To create a script in the *Projects* view, select the project and click New. Select the type of script that you want to create, enter a title for the script, and click Create.
- To create a script in the *Authoring* view, select File > New. Select the type of script that you want to create, enter a title for the script, and click Create.
- To import a script in the *Projects* view, click Import. Select Script.
- To import a script in the *Authoring* view, select File > Import.
- To duplicate a script within a project, in the *Projects* view, select the script and click Duplicate.
- To copy a script from another project, select the script in the *Projects* view. Drag it to the project in the left panel.

note: If you import a script, Adobe Story formats it and creates a scene outline.

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Write scripts

When writing scripts, use the Tab and Enter keys to move among elements in the script. When you press these keys, the focus shifts to the next logical element.

Note the changes in the Element menu when you press the Enter and Tab keys.

1. Double-click a script in the *Projects* view. The script opens in the *Authoring* view.
2. Adobe Story assigns the Scene Heading element to the first paragraph. Enter the Scene Heading, and press Enter/Tab. The Action element is automatically inserted.
note: If your script doesn't begin with a Scene Heading, select a desired option from the *Elements* menu. Alternatively, press Tab to move to the next logical element in the menu.

3. Press Tab after the Action element to move to the Character element. Press Enter to move to an Action Element.
4. Press Enter after the Character element. The focus shifts to the Dialog element. For the parenthetical element, press Tab.
5. When you press Enter after the character element or the parenthetical element, the focus shifts to the dialog element.
6. Press Enter after the dialog element. The focus shifts to the character element. Press Tab to move to the next logical element.
7. Continue typing the scene using the required screen elements. Adobe Story assigns the standard formatting for the elements.
8. Use the transition element to indicate end of scene. Press Enter to move to the next scene.

Note: The Action element is automatically converted to Scene Heading when you enter INT, EXT, I/E, or E/I in the beginning. However, auto-

conversion doesn't happen when you copy content to the Action element.

Insert hyperlinks in scripts

Hyperlinks help provide references to terms in the script. For example, you insert a hyperlink to a web page that contains the description of a term that you used in the script.

1. Select the text that you want to hyperlink.
2. Select Edit > Insert Link.
3. In the Insert Link dialog, enter the following, and click OK.

Link text Modify the text that you want to display as hyperlinked. You can also choose to retain the text in the field.

Link URL Enter the URL of the target.

Note: You can also create a link using the option from the contextual toolbar.

Enable/Disable Continued for repeated character

When you enable the Character Contd option, Adobe Story adds "CONT'D" next to the Character name when a Character is repeated.

- When you enable the option for the first time, a message appears using which you can enable cont'ds. However, you can at any time enable or disable the setting throughout the document.
 1. Select View > Character Contd.
 2. In Character Continued Settings dialog, select or deselect the option Insert CONT'D For Continuous Dialogs.

note: An imported document containing cont'ds retains the cont'ds even after import irrespective of the setting. To disable cont'ds, enable the option, and then disable it.
- To selectively enable/disable cont'ds, do the following:
 1. Place your cursor on the character element for which you want to enable or disable this option.
 2. Select View > Character Contd.
 3. In Character Continued Settings dialog, select or deselect the option Insert CONT'D For This Dialog.

Enable "more" and "continued" for page breaks

When you enable more and continued, the word More appears at the end of the page whenever content in an element overflows to the next page. In the next page containing the overflow text, the word Cont'd appears at the beginning of the page, next to the scene element.

When you export the document as a PDF file with this option enabled, the words "More" and "Cont'd" are displayed in the PDF file as well.

- Select View > More & Contd.

Writing aids

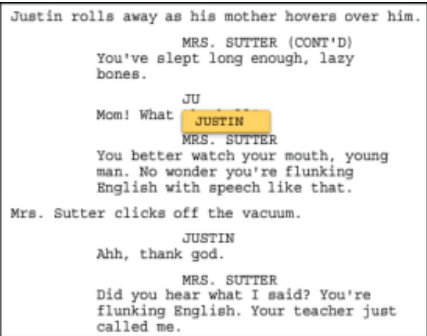
Adobe Story provides you with many options that help making the script writing process simpler and more efficient.

Auto Complete

When you enable Auto Complete, a list of options is displayed when you type the first few letters of a word that Adobe Story recognizes. Instead of typing the entire word, you can select an option from the menu.

For scene elements, a list of options is displayed when you insert the scene element. For example, if you are typing a scene heading with a location mentioned earlier, Adobe Story prompts with a list of locations matching the text. Click the location in the menu that appears. The location is added at the cursor location.

- 1. Select View > Auto Complete to enable or disable Auto Complete.



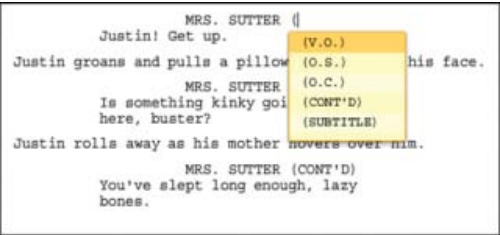
Auto Complete - Notice how Adobe Story automatically recognized the character in the script

Auto Complete options for inserting scene elements

Key	Context	Effect
Enter	Scene Heading element	Inserts the Action element
Enter	Empty Scene Heading element	Displays the list of relevant elements
Enter	Parenthetical element	Inserts the Dialog element
Enter	Dialog element	Inserts the Character element
Tab	Action element	Inserts the Character element
Tab	Character element	Inserts the Parenthetical element
Tab	Transition element	Inserts the Scene Heading element
Tab	Empty Dialog element	Inserts the Parenthetical element

Auto Complete options for character elements

After you add a character element, press *space+* (for the options.



Element	Description
V.O.	Voice Over. The actor or speaker is narrating the onscreen action.
O.S	Off Screen. The actor or speaker is not part of the scene.
O.C	Off camera. The actor or speaker is part of the scene but not covered by the camera.
Cont'd	Continued. When the character element appears consecutively in a scene, the word Continued appears next to the element automatically. If a dialogue breaks across pages, Adobe Story adds "(MORE)" on the last line of the page. "(CONT'D)" prefixed with the character name appears on top of the next page.
Subtitle	The content used for the subtitle when the actor is speaking in a language other than the main language of the script.

Formatting toolbar

The formatting toolbar provides you with options to format text in a document. The toolbar is displayed only if you have enabled the option.



Formatting toolbar

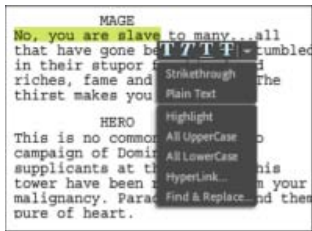
A. Font family and Font size **B.** Font style **C.** Font color **D.** Text highlight color **E.** Alignment options **F.** Vertical spacing **G.** Indent options

- Select View > Formatting toolbar. You can do the following using the formatting toolbar:
 - Change the style of the selected text.
 - Change text color.
 - Change the way text is indented.
 - Highlight text within the script.
 - Change the vertical spacing of lines in the script. Select the lines, and click the Vertical Spacing icon. Select the spacing from the options in the menu.

If you have enabled the contextual toolbar, the formatting menu appears next to the text after you have selected it.

Contextual toolbar

You can choose to enable the contextual toolbar by selecting *View > Contextual Toolbar*. The contextual toolbar appears automatically when you select text within the editing panel. It is similar to a right-click menu in most applications. When the toolbar is disabled, you can still perform the tasks in the contextual toolbar using options in the menu bar.



Contextual toolbar

Zoom options

- Select View > Zoom, and choose one of the following:

Fit To Height The script display is resized to fit the height of the editing panel.

Fit To Width The script display is resized to fit the width of the editing panel.

Fit To Text The script display is resized to display only the text in the editing panel.

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Paragraph flow

If a dialog does not fit on a page, the whole dialog flows to the next page. This prevents a dialog from breaking across pages. This feature works only when more and continued for page breaks is not enabled.

When the following sequence of elements does not fit in a page, the whole sequence is wrapped to the next page:

- Character followed by Dialog
- Character followed by Dialog and then by Parenthetical
- Character followed by Parenthetical and then by Dialog

This makes sure that the relevant Character and Parenthetical elements stay with the dialog in a page.

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Assign scene, camera shot, and dialog numbers

[Assign scene numbers](#)
[Assign camera shot numbers](#)
[Assign dialog numbers](#)

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Assign scene numbers

You can assign scene numbers to the scenes in your script in the following ways:

Automatic scene numbering Scene numbers are assigned serially in the order in which they appear in the script. Use this option for scenes shot in the order in which they appear in the script.

Manual scene numbering Use this option for scenes that are **not** shot in the order in which they appear in the script.

Scene numbers are also displayed along with the scene heading in the Outline view.

Camera info

Available for: Adobe Story Plus

In TV scripts, camera information is displayed with the scene headings. This information includes all the camera numbers along with their positions, that have been used in that scene. For example if two shots are inserted in a scene with camera number and positions as '1', '2' and 'A','B' respectively the information displays "1A,2B".

Assign scene numbers automatically

When you choose to assign scene numbers automatically, Adobe Story uses a numerical sequence for scene numbering. To assign scene numbers in the alphanumeric format, use the manual method.

1. In the Authoring view, select Production > Manage Scene Numbers.
2. In the Start From field, enter a number from which you want to start numbering the script. If you are numbering the script for the first time, and want to assign numbers sequentially, enter 1.
3. To automatically add the scene number every time you enter a scene heading, select Automatically Assign Number To New Scenes. When you reorder scenes, the scene numbers are automatically renumbered.
4. Click OK.

Note: To renumber scenes in a script, repeat the procedure.

Assign scene numbers manually

1. Click the scene number that you want to modify.
2. In the Change Scene Number dialog, do one of the following:
 - Select Custom Number if you want to assign a number other than available through other options.
 - Select Unused In Script if you want to select from a list of numbers that have not been used in the script.
 - Select Latest Available if you want to select a number after the last assigned number in the script.
3. Click OK.
- 1.
- 2.

Remove all scene numbers

1. Select Production > Manage Scene Numbers.
2. In the Manage Scene Numbers dialog, select Remove Scene Numbers.

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Assign camera shot numbers

When you let Story assign camera shot numbers automatically, shot numbers are sequentially assigned to the cut lines in a script. You can choose to reset the shot numbering on every new page or for every new scene. Follow these steps:

1. In the Authoring view, select Production > Manage Camera Shot Numbers.
2. Select Assign Camera Shot Numbers and then select one of the following options:

Do Not Reset Numbering

Assign sequential camera shot numbers to cut lines and do not reset the numbering.

Reset Numbering on New Page

Reinitialize camera shot numbering to 1 on every new page.

Reset Numbering on New Scene

Reinitialize camera shot numbering to 1 for every new scene.

3. Click OK.

Remove all camera shot numbers

To remove camera shot numbers for all cut lines, do the following:


1. In the Authoring view, select Production > Manage Camera Shot Numbers.
2. Select Remove Camera Shot Numbers.
3. Click OK.

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Assign dialog numbers

When you assign dialog numbers, numbers are sequentially assigned to the dialog elements in a script. You can choose to reset the numbering for every page so that the dialog numbering begins with 1 for every new page.

1. In the Authoring view, select Production > Manage Dialog Numbers.
2. Select Assign Dialog Numbers.
3. If necessary, choose one of the following:
 - a. Reset numbering on new page: Story resets the dialog number to 1 on every new page
 - b. Reset numbering on new scene: Story resets the dialog number to 1 with start of every new scene
4. If you already have scene numbers in the selected script that you want to retain, select Keep Existing Dialog Number. When you select this option, the present dialog numbers are left undisturbed even when you insert new dialogs. The new dialogs are numbered alphabetically and take the previous existing dialog's number as a prefix. For example, if you insert two dialogs following scene number 3, they are numbered as 3A and 3B.

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Audio visual (AV) scripts

[Create AV scripts](#)
[Write AV scripts](#)
[View/hide row markers](#)
[Change row type](#)
[Insert images in AV scripts](#)
[Copy content from movie scripts](#)
[Import AV scripts](#)
[Export AV scripts](#)

Audio visual (AV) scripts separate the audio and video components of the script into two columns. The Audio column contains information about the narrator (character) and the dialogue. The Video column describes the scene or shot corresponding to the narration in the audio column.

AV scripts are commonly used in movies with voice overs such as advertising, corporate videos, and documentaries.

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Create AV scripts

1. Do one of the following:
 - In the Projects view, click New.
 - In the Authoring view, select File > New.
2. In the Create New Document dialog, select AV Script (Two Columns).
3. Type a title for your script, and click Create.

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Write AV scripts

Rows in AV scripts can belong to any of the following types:

- Rows for scene information containing scene elements
- Rows for shot information
- Rows that cannot be classified as any of the above types, specified as *none*

Lines separating rows in AV scripts are called row markers. Row markers for rows specified as scenes, shots, and none are colored black, gray, and light gray.

Note: Only elements relevant to AV scripts are displayed in the elements menu when you open an AV script.

1. In the Video column, type the description of the scene. Press tab or Ctrl 2.
2. Type the name of the character. Press Tab or Ctrl 3.
3. Type the dialogue for the character. Repeat steps 3 and 4 until you want to move to the next shot/scene.

4. Do one of the following:

- To add a row for a scene, select Add > New Scene. Depending upon whether you want to start the new scene from the scene, character, or dialog, choose the corresponding option.
- To add a row for a shot, select Add > Row Type > Shot.

A row is inserted below the current active row where you can enter details for the next scene/shot.

 Press Shift+tab to move to the previous element in the script.

In addition to the default elements that are enabled when you press Tab, the elements *Parenthetical* and *General* are present in the elements menu. The elements perform the same function as in single-column movie scripts.

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View/hide row markers

- To view or hide row markers for scenes/shots, select Add > Row Marker. Select the required option from the submenu.

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Change row type

- Select Add > Row Type, and choose the desired option.

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Insert images in AV scripts

Available for: Adobe Story Plus

The procedure and conditions to import or copy images into AV scripts is the same as that for multicolumn scripts. For more information, see [Using images in multicolumn scripts](#).

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Copy content from movie scripts

When you copy content from a movie script to an AV script, the formatting is retained. Element information is retained for Character, Dialog, and Parenthetical elements. For other copied elements, Adobe Story assigns the General element.

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Import AV scripts

You can import Final Draft AV 2.5 scripts into Adobe Story. The element information in the Final Draft AV Script is mapped to elements in Adobe Story.

1. Select File > Import.
2. Navigate to, and select the Final Draft AV 2.5 script that you want to import.

Export AV scripts

You can export AV scripts in the following formats:

- Adobe Story Interchange Format (ASTX)
- PDF
- Text

The procedure to export AV scripts is the same as that for movie scripts.



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Character, actor, and set lists

[Assign a list to a project](#)
[Create/edit a character list](#)
[Create/edit an actor list](#)
[Assign an actor to a character](#)
[Create/edit a set list](#)
[Add characters and sets to the lists](#)
[Disable/enable characters and sets \(location\)](#)

Available for: Adobe Story Plus

You can create lists of characters, actors, and sets (locations). Once you have created character, actor, and set lists, you can assign these lists to a project. Further, you can assign an actor playing the role of a particular character from the character list. A character list can have actors from multiple lists assigned to the various characters in that list.

A project's Auto Complete options for characters and locations are populated from the character list and set list assigned to that project.

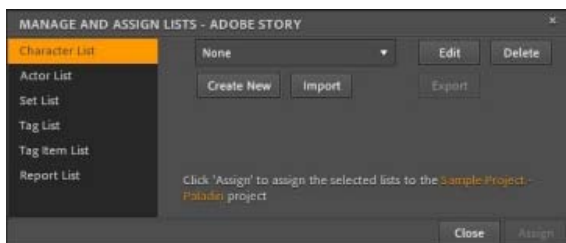
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Assign a list to a project


Available for: Adobe Story Plus

Before you can use a list in a project, you need to assign the list to the project.

1. In the Projects view, select Manage Lists.



Manage and assign lists

 You can export lists; such as character lists, actor lists, set lists, tag lists, and tag item lists; to your computer as XML files. You can then import these lists back into the same Story account or a different one. The import/export functionality lets you conveniently back up lists locally on your computer or share them with another Story user.

2. In the Manage and Assign Lists dialog, select the lists for one or more of the following and click Assign:
 - a. Character List
 - b. Actor List
 - c. Set List

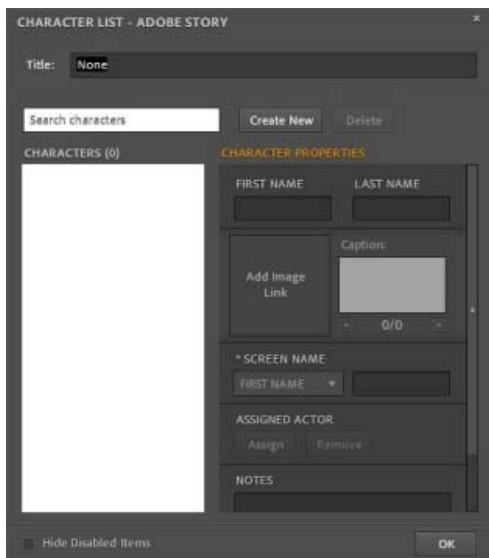
3. If you do not have the desired list available, you can create a list by clicking the relevant Create New button.

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Create/edit a character list

Available for: Adobe Story Plus

1. In the Projects view, select Manage Lists.
2. In the Manage and Assign Lists dialog, select Create/Edit under the Character List field.



The Character List dialog

3. In the Character List dialog, do the following:
 - a. To create a character, click Create New.
 - b. Specify or edit the first name, last name, and the screen name of the character. The screen name of the character, once specified, is not editable.

A character is referred to by the screen name that you enter in the Screen Name field.

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Create/edit an actor list

Available for: Adobe Story Plus

1. In the Projects view, select Manage Lists.
2. In the Manage and Assign Lists dialog, select Create New/Edit under the Actor List field.

3. In the Actor List dialog, do the following:

- a. Click Create New to create an actor.
- b. Specify information, such as first name, last name, address, and phone number, for the actor.

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Assign an actor to a character

Available for: Adobe Story Plus

You can assign actors to a characters from an actor list.

1. In the character list dialog, select a character and click Assign.
2. In the Actor List dialog, either create an entry for an actor or select an existing actor and click Assign. You can use the field above Actor Properties to locate an actor. To find an actor, type the text to search for the first name, last name, address, or notes related to an actor.

ACTOR LIST - ADOBE STORY

Title: RingLords

Create New Delete

Actor

- Aliyah Woods
- Hardy Jackmann
- Ian McCullum

ACTOR PROPERTIES

FIRST NAME LAST NAME

Aliyah Woods

ADDRESS

Hobbit Studios

P.O. Box 19 208

Wellington, New Zealand

PHONE NO.

234515208

ADDRESS TYPE HOME

NOTES

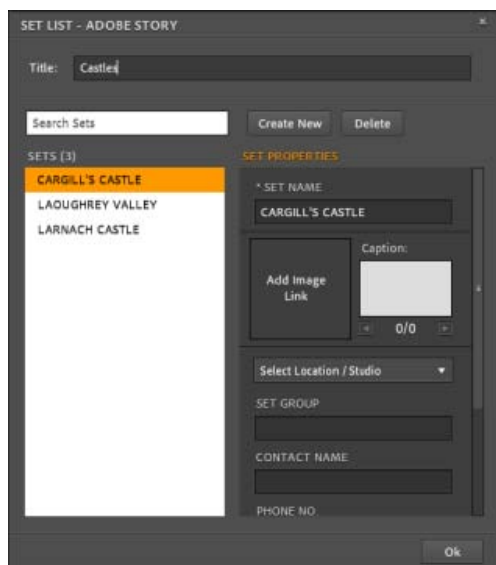
Cancel Assign

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Create/edit a set list

Available for: Adobe Story Plus

1. In the Projects view, select Manage Lists.
2. In the Manage and Assign Lists dialog, select Create/Edit under the Set List field.
3. In the Set List dialog, specify or edit list title.



4. To add a set to the list, click Create New and enter the following information:

- a. Set Name
- b. Location and Studio (Specify the set as Location, Studio, or Location & Studio. Select “Location & Studio” if you have an internal as well as external set with the same name. Story automatically specifies INT and EXT values for Location and Studio. When you have a Studio and Location with the same name, you cannot assign INT or EXT to both.
- c. Contact Name
- d. Phone No.
- e. Address

Note: Changes to set properties—such as set group or studio/location—are automatically reflected when you open the documents next. Any new sets that you add become automatically available as well.


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Add characters and sets to the lists

Available for: Adobe Story Plus

If you add a character or set to a story that is not present in the relevant list for the project, Story displays an add sign before the name.

 RAMSEY

To add a character to the relevant character list or add a set to the relevant set list, click .

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Disable/enable characters and sets (location)

Available for: Adobe Story Plus

Now you can disable characters and sets in a script's assigned character/set list. The disabled characters/sets do not appear in the Auto Complete.

Disable characters

Available for: Adobe Story Plus

1. Select Edit > Character List.
2. In the Character List dialog, select the name of the character to disable and select Disable. Repeat to disable more characters. The disabled characters do not appear in the Auto Complete menu.

To enable the disabled characters, select the character name and deselect Disable.



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Copy paste from a report

Available for: Adobe Story Plus

You can copy and paste content from a report to another report or to an MS Word® document. Once pasted, the formatting and layout of the content is maintained. You can edit the contents of the combined document.



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Cut lines

[Insert a camera shot](#)
[Manage camera shot numbers](#)
[Additional Information](#)
[Keyboard shortcuts for camera shot](#)
[Edit Camera Shot information](#)
[Insert a recording break](#)

Available for: Adobe Story Plus

Cut lines let you enter shots on a script and assign them to cameras.

Now you can add the following types of cut lines in a script:

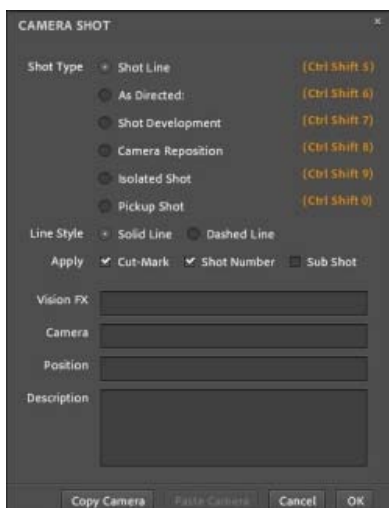
1. Camera Shot: You can add a camera shot in a script along with a solid or dashed line. This information helps studio personnel identify and prepare for changes to camera, camera position, or effects at the specified point in the scene.
2. Video Tape: This break gives information of any videotape to play in between two scenes.
3. Recording Break: Insert a recording break to indicate a break such as a tea break or tape stop.

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Insert a camera shot

Available for: Adobe Story Plus

1. Place the cursor where you want to insert a cut line.
2. Select Production > Camera Shot.



The Camera Shot dialog

3. Select the appropriate shot type.

- **Shot Line:** In the script, a cut mark (cut line) appears at the cursor location and extends as a shot line toward the page margin. Shot Information is displayed at the end of the shot line. If you do not want Adobe Story to assign a shot number, deselect Shot Number. Enter information for visual effects (Vision FX), camera number (Camera), camera position/location (Position), and description of the shot in the respective options.
- **As directed:** Use this option if it is for the Director to decide later how the shot should proceed. When you choose this option, Adobe Story adds the text As Directed in the camera field.
- **Shot Development:** Use this option when you want to change the camera and shot information in the middle of a dialogue. The options for effects and camera position are disabled when you choose this option. For example, you want the camera to zoom out of the object when the dialogue is being spoken. Enter the camera number and a description of the shot in the respective options.
- **Camera Reposition:** Use this option when you want to change the camera position in the middle of a shot. Enter the camera number and description after you select the option.
- **Isolated shot:** When a camera is idle (not filming a scene in the script), the director or camera operator sometimes shoot something spontaneously as backup/ interesting alternative. Such a shot is an isolated shot. Isolated shots are prefixed with ISO in description. In general camera operators tend to film something random when their camera is not required, such as in between two shots.
- **Pickup Shot:** A pick-up shot is a relatively minor shot filmed after the main footage is already shot. A pick-up shot has a dotted line. Pick-up shots do not get numbered. Pick-up shots are prefixed with PICKUP in description.

4. Select Solid Line or Dashed Line as Line Style.

5. Apply a Sub Shot, if required.

A scene shot in one go is called the first pass. If the director wants to move the cameras and shoot the scene again, the scene is called a second pass. This second pass needs a camera script. The only way to put the second pass on the script again is to put sub shots. Sub shots are numbered by using an alphabetic suffix with the previous shot's number. If the previous shot's number is 203, the sub shots are numbered such as 203a, 203b, and 203c.

Story lists details of cameras used in the scene on the upper left of the script page beside the scene heading. Details include the number and position of the camera used for each shot in a sorted manner. If you make any camera-related change for any shot, Story updates the list at runtime to reflect the changes.

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Manage camera shot numbers

When you assign camera shot numbers, numbers are sequentially assigned to the camera shots in a script. You can choose to reset the camera shot numbering to 1 for every page or every scene.

1. In the Authoring view, select Production > Manage Camera Shot Numbers.
2. Select Assign Camera Shot Numbers.
3. As necessary, choose one of the following:
 - Reset Numbering On New Page: Story resets the camera shot number to 1 on every new page.
 - Reset Numbering On New Scene: Story resets the camera shot number to 1 with start of every new scene.
 - Do Not Reset Numbering: Story does not reset camera shot numbering on new pages or new scenes.
4. If you already have camera shot numbers in the selected script that you want to retain, select Keep Existing Camera Shot Numbers. When you select this option, the present camera shot numbers are left undisturbed even when you insert new camera shots. The new camera shots are numbered alphabetically and take the previous existing camera shot's number as a prefix. For example, if you insert two camera shots following camera shot number 3, they are numbered as 3A and 3B.

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Additional Information

Available for: Adobe Story Plus

To display any information in the script, you can add additional information to a script. This information appears on the left side of the printed page.

Add additional information

Available for: Adobe Story Plus

- Select Production > Insert Additional Information.

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Keyboard shortcuts for camera shot

Available for: Adobe Story Plus

You can also use keyboard shortcuts to select options for Shot Type in the Camera Shot Instructions dialog. Each option under the Shot Type section is associated with a keyboard number key. The keyboard shortcut appears in parentheses beside the option.

Function	Windows® shortcut	Mac Shortcut
Launches Camera Shot dialog	Ctrl+Shift C	Cmd/Control+Shift C
Launches Video Tape dialog	Ctrl+Shift V	Cmd/Control+Shift V
Launches Recording Break dialog	Ctrl+Shift R	Cmd/Control+Shift R
Launches Camera Shot dialog with type 'Shot Line' selected	Ctrl+Shift 5	Cmd/Control+Shift 5
Launches Camera Shot dialog with type 'As Directed' selected	Ctrl+Shift 6	Cmd/Control+Shift 6
Launches Camera Shot dialog with type 'Shot Development' selected	Ctrl+Shift 7	Cmd/Control+Shift 7
Launches Camera Shot dialog with type 'Camera Reposition' selected	Ctrl+Shift 8	Cmd/Control+Shift 8
Launches Camera Shot dialog with type 'Isolated Shot' selected	Ctrl+Shift 9	Cmd/Control+Shift 9
Launches Camera Shot dialog with type 'Pickup Shot' selected	Ctrl+Shift 0	Cmd/Control+Shift 0

For a complete list of keyboard shortcuts in Adobe Story, See *Chapter 14: Keyboard Shortcuts*.

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Edit Camera Shot information

Available for: Adobe Story Plus

1. Do one of the following:

- Double-click the cut mark of the cut line in the script.
- Click the cut line on the left side (where the shot info is displayed).

2. In the dialog that appears, edit the information.

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Insert a recording break

Available for: Adobe Story Plus

1. Place your cursor anywhere in the line after which you want to add the break/tape stop.
2. Select Production > Recording Break.
3. In the Recording Break dialog, enter recording details.



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Deleting scripts

[Delete scripts](#)
[Delete scripts permanently](#)
[Restore deleted scripts](#)

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Delete scripts

When you delete a script, the script is moved to the Deleted section. Delete the script from the Deleted section to permanently delete it from Adobe Story.

In the Projects view, do one of the following:

- Select the script, and click Delete in the toolbar.
- Click the arrow to the left of the script, and select Delete from the menu.

Note: You cannot delete a script that is open in the Authoring view.

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Delete scripts permanently

1. In the Projects view, click Deleted in the left panel.
2. Select the script that you want to delete permanently.
3. Click the arrow next to the script, and select Delete.

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Restore deleted scripts

You can restore scripts in the Deleted section to their original project or to other existing projects.

If you want to restore your script to a project that you have deleted, create a project with that name before you restore the script.

1. In the Projects view, click Deleted in the left panel.
2. Select the script that you want to restore.
3. Click the arrow next to the script.
4. Select Restore To Project, and select the project to which you want to restore the script.

Disable spell check

Disable spell check

You can disable the Spell Check feature to prevent Adobe Story from identifying incorrectly spelled words within various script elements. For example, disable the feature to prevent it from interfering with your typing when you type a dialog in two different languages. The Spell Check feature is enabled by default.

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Disable spell check

- Deselect the Spell Check option from the View menu: View > Spell Check.



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Editing scripts

[Insert title page](#)
[Add header and footer](#)
[Add a different header and footer for the first page](#)
[Edit header and footer](#)
[Add page numbers](#)
[Customize header or footer for title page](#)
[Enter the Script On-Air Time](#)
[Enter the Opening Title, Closing Title, and the Part Break Duration](#)
[Find text](#)
[Replace text](#)
[Check spelling](#)
[Check Synonyms](#)
[Import as a version](#)

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Insert title page

A title page is automatically inserted when you create a script in Adobe Story. You can insert title pages for scripts that you have imported into Adobe Story, or for scripts that do not have a title page.

Note: *Title pages are not imported when importing scripts.*

1. Select Production > Insert Title Page.
2. Replace placeholder text in the page with the relevant details.

You can remove a title page in a script using Production > Remove Title Page.

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Add header and footer

Note: *Beginning the April 2014 release, Adobe Story supports multiple lines in the document header and footer. See this [Help article](#).*

1. Select Production > Modify Header/Footer.
2. Choose options from the three fields in the order in which you want them to appear. The following options are available:
 - Document Name
 - Document Author
 - Page Number
 - Number Of Pages.
 - Program Name (as specified in the Production Information dialog)
 - Series Name (as specified in the Production Information dialog)

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Add a different header and footer for the first page

You can add header and footer applicable for the first page of a script, which is different from the header and footer for the rest of the script.

1. Go to the first page of the script.
2. Select Production > Modify Header or Production > Modify Footer.
3. Select Apply A Different Header On The First Page Of The Document.
4. Choose options from the three fields in the order in which you want them to appear. The following options are available:
 - Document Name
 - Document Author
 - Page Number
 - Number Of Pages.

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Edit header and footer

To edit the content of the header/footer, select the content and edit it. The changes are reflected in the header/footer of all the pages. Changes to the header/footer of the title page are not reflected across other pages if you selected “Insert A Different Header On The First Page Of The Document” when inserting the header/footer.

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Add page numbers

1. Select Production > Modify Header/Footer.
2. In the Modify Header dialog, select Page Number from a menu. The page number is added at the corresponding location in the header.

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Customize header or footer for title page

1. Select Production > Modify Header/Footer.
2. If you want the content of the header or footer to be different in the title page, check the option Apply A Different <Header/Footer> On The First Page Of The Document.
***note:** Alternatively, click the title page and select Production > Modify Header/Footer to specify a different header/footer for the first page.*
3. Click OK.

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Enter the Script On-Air Time

Available for: All Story Customers

You can now enter Script On-Air Time in film and TV scripts. Script On-Air time is the broadcast time of the start of the show in the 24-hour format (hh:mm:ss). On-Air time of the first scene includes the **Opening Title Duration** and the duration of the **First Part Break**, if assigned.

The Scene On-Air Time is the broadcast time of the scene. The Scene On-Air time of any scene is autogenerated based on the duration of the previous scenes and duration of previous part breaks and the opening title. The Script Outline view displays the On-Air time and cumulative running time or running time based on the View > Scene Duration setting. If you hover the mouse over the time values, a tooltip would show to let you know if the time value is On-Air time or cumulative running time or running time.

To enter the Script On-Air Time, do the following:

1. Click Edit > Script Properties to launch the Script properties dialog box.
2. Enter the Script On-Air Time.

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Enter the Opening Title, Closing Title, and the Part Break Duration

Available for: All Story Customers

You can now enter the Opening Title Duration, Closing Title duration, and assign durations to part breaks in film and TV scripts. This feature is useful when you want to plan out the timing for an entire show including titles, commercial breaks, and ending credits.

To enter the Opening Title Duration and the Closing Title Duration, do the following:

1. Select Edit > Script Properties to launch the Script Properties dialog box.
2. Enter the Opening Title Duration and the Closing Title Duration.

The outline view displays any Part Breaks entered in the script with zero duration by default. You can double-click the break duration time to launch the part break duration edit dialog in which you can enter the duration. The cumulative duration at the end of a scene is the sum of the Opening Title duration, all Part Break durations present in the script before the scene, and the duration of all the scenes including the current scene.

If you generate a timings report from the script, it would have the Running Time (R/T) and the Cumulative R/T columns populated from the script.

Note: *The outline view displays only the break duration associated with the part breaks. It does not display the Opening Title Duration and the Closing Title Duration.*

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Find text

1. Select Edit > Find/Replace.
2. In the Find and Replace toolbar that appears, enter the text to find and click the Up or Down Arrows to search.



Find Text dialog box

3. To narrow down your search results further, click Options, and choose from the following options.

Match Case

Searches for text that matches the case of the text in the search field.

Find Whole Word

Searches for text that matches all the words entered in the search field.

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Replace text

You can replace instances of the searched terms with a specified term. For example, you can use this feature to replace the word “Deers” with the word “Deer” in the script.

1. Select Edit > Find/Replace.
2. In Find, enter text that you want to find. Use Options to further specify the search criteria.
3. In Replace With, enter text that replaces the searched text.
4. To replace all instances of the searched text, click Replace all. To find every instance of the selected text, and replace it selectively, click Replace.

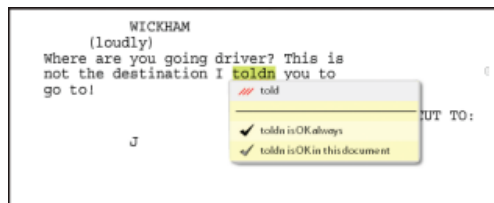
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Check spelling

Adobe Story flags words that it does not recognize with a red curly underline. The spelling checker is enabled by default.

1. Move your cursor over the line until you see a red downward arrow. Click the arrow to display the available options. Do one of the following:
 - Select the correct word from the available options.
 - If you do not want Adobe Story to flag the word in the script, select <word> Is OK In This Document.
 - If you do not want Adobe Story to flag the word for any script, select <word> Is OK Always.
 - If you want to turn off the Spell checker, click View > Spell Check.

Note: The dictionary used depends on the locale used to create the document. For example, if you import a document created in French locale into English locale, the French dictionary is used for the .stdoc and .astx files. For other types of files, the English dictionary is used.



Spelling check options

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Check Synonyms

You can look up definitions or synonyms of words by launching Dictionary.com or Thesaurus.com using the right-click menu.

Note: This option is available for English only.

1. Right-click the word whose meaning or synonym you want to look up in Dictionary.com or Thesaurus.com.
2. Select the corresponding option in the menu. The site opens in your favorite browser providing you with the definition and synonyms for the word.

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Import as a version

When you edit a copy of a script outside Adobe Story, such as with MS® Word, you can import the document as the latest version of the script. This obviates the need to manually incorporate the changes.

For screenplays, film scripts, and TV scripts, you can import a script as the latest version of a script. After the import, the state of the document before the import becomes the previous version of the document. You can import the following document types: TXT, PDF, DOC, DOCX, and RTF.

Import a file as current version of a document

1. In the authoring view, select File > Import > As New Version.
2. Navigate to a supported file type and select it. You can select a script in TXT, PDF, DOC, DOCX, or RTF format. The imported file becomes the latest version of the document. The document state before the import is saved as the previous version of the document.



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From and To in scripts

Display from and to in a scene

Edit from and to

In TV scripts, Story displays the From and To information for scenes. This information is shown, optionally, at the beginning and end of every scene. This information includes scene number, heading, and time of the previous (From) and next (To) scenes. You do not have to scroll/look through pages to ascertain the previous and next scenes. You can also edit this information by clicking it.



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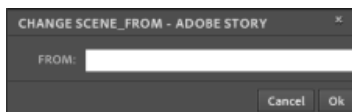
Display from and to in a scene

- Select View > From & To.

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Edit from and to

1. Double-click a From or To instance.



2. Type a description or number for the previous or next scene.

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Multi-location scenes


Make a scene multi-location

Now you can click the M/L button in the Scene Properties panel to add more than one set to a scene. Multi-location scene functionality in Adobe Story allows you to represent correctly, a scene that is to be shot in more than one location. For example, a phone call between two or three people in the movie or a TV drama. You can also use a space followed by a slash (/) and then followed by another slash in the Auto Complete to add another location to a scene.

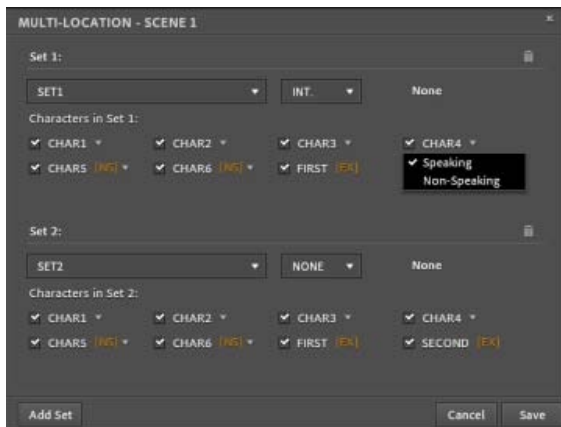
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Make a scene multi-location

You can now convert a single-location scene to a multi-location scene and edit locations of a multi-location scene.

1. Place your cursor in a single-location or multi-location scene.
2. In the Scene Properties panel, click  (M/L).
3. In the Multi-Location dialog, click Add Set. The set and studio/location details are populated from the assigned set list. If a set list is not assigned, the set and studio/location details are populated from the list of sets used in the document. Alphabetically, the speaking characters' names are displayed followed by the non-speaking characters' names followed by extras' name, if any.
- Note:** The default speaking/non-speaking character settings are populated from the scene.
4. Specify the details of the set, select the characters, and click Add Set.
5. You can specify each character as speaking or non-speaking at a set level. Select Speaking or Non-Speaking from the pop-up menu next to the name of the character.


Note: Set-level speaking/non-speaking character settings are duly reflected in schedules and reports.



Specifying speaking/non-speaking characters at a set level

You can also use the Auto Complete option to change a scene into a multilocation scene by adding multiple sets in the scene heading. In the set

field, add (/) slash and select a set from the displayed options. The displayed set list is populated from the relevant set list.

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Multicolumn scripts

- Create a multicolumn script
- Edit table in multicolumn scripts
- Using images in multicolumn scripts
- Copy table from Microsoft Word
- Export multicolumn scripts

In a multicolumn script, the parts of a script are divided across various columns. For example, you can create a script with separate columns for Scene Number, Scene, and Audio.

Track changes are disabled for new multicolumn scripts. For multicolumn scripts that you previously created with track changes, you can accept/reject changes. New changes to these scripts are not tracked.

Note: Ensure that you save your multicolumn scripts in the STDOC format using File > Save To Disk. The formatting of a multicolumn script is lost when it is imported as an ASTX file.

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Create a multicolumn script

1. Select File > New.
2. In the Create New Document dialog, select Multicolumn Script from the Type options.
3. Enter a title for the multicolumn script, and click Create.

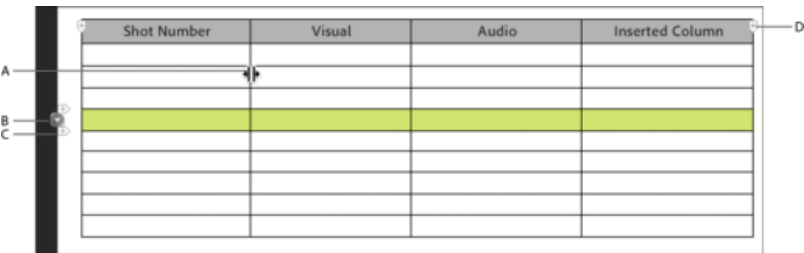
A multicolumn script with a title page is created. By default, a three column table is created in the multicolumn script. The columns in the table correspond to Shot Number, Visual, and Audio info.

4. To navigate among the cells in the table, press Tab.

Note: The General element is used for all content in a multicolumn script.

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Edit table in multicolumn scripts



Options to edit multicolumn script table.

A. Option to resize column B. Button providing options to edit rows or columns C. Insert row button D. Insert column button

Edit a column title

1. Select the column.
2. Click the arrow icon on the header.
3. Select Edit Header.

Add rows and columns

1. To add columns, select the column adjacent to which you want to insert other columns. Do one of the following:
 - To insert a single column, click the “+” icon on the column header lines.
 - To insert multiple columns, click the arrow icon on the column header. Select Insert Columns.
2. To add rows, select the row, and click the arrow icon corresponding to the row. Select Insert Rows.

Copy contents from rows and columns

1. Select the row or column whose contents you want to copy.
2. Click the arrow icon corresponding to the row or column.
3. To copy contents, select Cut/Copy Column, or Cut/Copy Row.
4. Select the row or column into which you want to copy content, click the arrow icon, and select Paste.

Note: You can use the standard keyboard shortcuts *Ctrl+x/Cmd+x*, *Ctrl+c/Cmd+c*, and *Ctrl+v/Cmd+v* for the cut, copy, and paste operations.

Delete contents of a table

- To delete the contents of a row or column without deleting the row or column itself, select the row or column. Click the arrow icon, and select Clear Contents. Alternatively, press Delete on your keyboard.
- To delete a row or column, select the row or column. Click the corresponding arrow icon, and select Delete Row/Delete Column.

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Using images in multicolumn scripts

Available for: Adobe Story Plus

When you insert an image into a table cell, the image is resized to fit the dimensions of the cell. If your image is bigger than the cell dimensions, drag the boundaries of the cell to resize the cell. The image expands to fit the new dimensions of the cell.

You can copy an image from one cell to another and across documents. Adobe Story supports images in the following formats: JPEG, GIF, and PNG. When you save the multicolumn script as an STDOC file (File > Save To Disk), and reimport, the images are retained.

Note: In the desktop application, you can insert images in both the online and offline modes. The images added in the offline mode are synced to

the server when you switch to the online mode.

Insert images in multicolumn scripts

Available for: Adobe Story Plus

1. Place your cursor in the cell into which you want to insert the image.
2. Select Add > Image. Alternatively, use the keyboard shortcut Ctrl + 9.
3. In the upload dialog, select an image that you want to insert, and click Open.

Import multicolumn scripts

When you import a multicolumn script saved as an STD OC file, the formatting and images in the original script are retained.

1. Select File > Save To Disk to save the multicolumn script as an STD OC file.
2. Do one of the following:
 - In the Authoring view, select File > Import.
 - In the Projects view, click Import.

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Copy table from Microsoft Word

When you copy tables from Microsoft Word to a multicolumn script, the copied table is appended to the existing table in Adobe Story. Any images in the table are not imported. Save the images to a location on your computer and insert them into the table in Adobe Story.

When selecting contents using Ctrl+a, deselect all content lying outside the table before you copy content to Adobe Story.

Note: *Copying nested tables is not supported.*

1. In Microsoft Word, select the contents of the table that you want to copy, and press Ctrl+c/Cmd+c.
2. In Adobe Story, place the cursor at the location in the table where you want to copy the content, and press Ctrl+v/Cmd+v.

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Export multicolumn scripts

You can export multicolumn scripts in the following formats:

- PDF
- Text

The procedure to export multicolumn scripts is the same as that for movie scripts.

Adobe also recommends

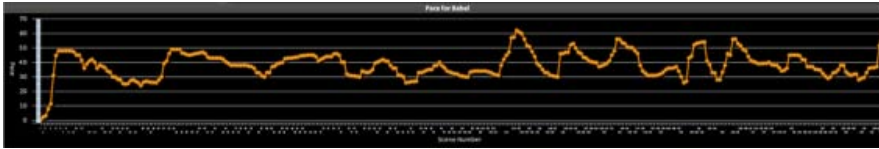
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Pace (Beta)

Create a pace graph

Pace (Beta) in Adobe Story is a graphical representation of the pace of the script. Story analyzes the contents of scenes in a script and creates a graph that depicts the degree of action, emotion, and change to the story line in each of the scenes.



Pace graph from a script

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Create a pace graph

- In a script, select View > Pace (Beta).

Story creates a graph that represents the various scenes in the script. Further, you can click the scene numbers in the graph to navigate between the scenes in the script.



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Print scripts

1. Select File > Print.
2. In the Print dialog, select the following:
 - a. Paper size in which you want to print the script.
 - b. Number of pages to print. You can choose to print all pages, or specify a range of pages in the script that you want printed.
 - c. Select Print Only Changed Pages if you want to print only the pages that have changed since the Track Changes feature was turned on. For example, if the page range selected for printing is 5-9 and pages 6-7 have changed since tracking was turned on, only pages 6-7 are printed.
 - d. You can now print multiple non-contiguous scenes from a script. For example, you can select and print scenes 5, 8, 23, and 28.
 - e. Click OK.
 - f. In the Print dialog, choose from the available options to print the document.



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Production information

[Add production information](#)

[Add series information](#)

[Assign series information to a project](#)

[Series information and project properties in reports](#)

Available for: Adobe Story Plus

Production information is metadata for a production and for each program of that production. For example, production is a name of a TV serial and a program in a production is an episode within a season of that TV serial. Production information is common for all the programs in a production. This information is used when production reports are created from one or more documents, such as from a script.

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Add production information

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the project's name and select Production Information.
2. In the Production Information dialog, enter the following information and click Save:
 - a. Project Name
 - b. Director
 - c. Script Supervisor
3. Unit Manager
4. Stage Manager
5. Costume Manager
6. Make-up Manager
7. Lighting Director

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Add series information

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the project's name and select Production Information.
2. In the Production Information dialog, click Edit.
3. In the Series Information dialog, enter the following details:

- a. Program name

- b. Program ID

- c. Series Number

- d. Series Name

- e. Season

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Assign series information to a project

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the project's name and select Production Information.
2. In the Production Information dialog, select name of a program and click OK.

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Series information and project properties in reports

Available for: Adobe Story Plus

The program information and project properties are displayed in the report headers. When you add production and program information for a project, the report headers for the documents in that project display:

- Program Name
- Program ID
- Director
- Script supervisor
- Unit Manager
- Stage Manager

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Saving scripts

Save scripts

Save scripts to computer

Export scripts in supported formats

Auto save scripts

When you save a script, the script is stored on the Adobe Story server. You can also save your script to your computer.

To ensure security for your scripts, Adobe uses industry-leading security engineering practices and processes in building its products. Multiple layers of physical security protect the Adobe Story hosting facilities—only authorized personnel have access to the facilities and servers.

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Save scripts

Do one of the following:

- Select File > Save.
- Information about when the document was last saved is displayed in the bottom panel of the Authoring view. To save the document, click Save Now. The status changes to Document Saved.

If you have enabled auto-save, the status changes every time the document is auto-saved.

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Save scripts to computer

You can back up your documents in Adobe Story by saving them on your computer. The document is saved in the STDOC format. When you import an STDOC file into Adobe Story, the formatting of the document is retained.

Note: If you plan to use the file for integration with Premiere Pro and OnLocation, export it in the ASTX format.

1. Select File > Save To Disk.
2. Select a location on your computer to save the file.

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Export scripts in supported formats

You can export film scripts in the following formats:

- Adobe Story Interchange Format (.astx)
- Adobe PDF (.pdf)
- Text document (.txt)
- Microsoft Excel-compatible CSV (.csv)
- Final Draft 8 (.fdx)
- Movie Magic Scheduling format

Auto save scripts

A document open in Adobe Story is automatically saved when the Adobe Story application is idle for more than 30 seconds.

The auto save preferences take effect when the application is not idle- when you are working on a document in Adobe Story. For example, if the auto save time interval is 120 seconds, the document is saved automatically at 120 second time intervals when you are working on it.

1. Click Preferences.
2. In the Preferences dialog, do one of the following:
 - Select On to enable auto save. The document is saved at the specified time interval even if you forget to save the document in this period.
 - Select Off to disable auto save. Use this option if you do not want Adobe Story to automatically save the document when you are working on it.
3. If you want to change the default time interval for auto save, enter the specified value in the Default Time Interval (In Sec) field. Specify a minimum value of 60 seconds.



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Shooting scripts

[Shot elements](#)

[Shot numbers](#)

[Scene duration](#)

[Insert shot information in the middle of a scene](#)

[Add videotape elements in the middle of a scene](#)

Available for: Adobe Story Plus

When you add shot information to your original script, it is converted to a shooting script. A shooting script contains information such as shot size, shot numbers, and shot duration.

Note: The formatting of your original script changes when you add shot information. Best practice is to save a copy of your script before you start adding shot information to the original script.

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Shot elements

Available for: Adobe Story Plus

A shot element provides information about the shot size, camera, and the camera movement for the shot.

A shot size defines how much of the subject is seen in the frame.

Shot size/Camera angle	Description
BCU (Big close up)	Extreme close up covering the subject's face from forehead to chin.
CA (Cut away)	A close up of something other than the current action. It could be a shot of a different subject or a different part of the subject.
Crash In	The camera crashes into the scene containing the subject.
Creep in	The camera 'creeps in' behind the subject.
CU (Close up)	Unless specified otherwise, it is a close up of the subject's face.
Cut In	Close up of a part of the subject in detail. For example, a close up of the subject twiddling thumbs.
Dirty Shot	Covers the face of the subject, and the back (head and shoulders) of the person interviewing the subject.
DTL	Provides camera operators with carpeted work area that extends beyond the front of the Dolly.
Dutch angle	The camera is tilted off to the side such that the horizon is at an angle to the bottom of the frame.
Ease In	Gently zoom into the subject.
ECU (Extreme Close Up)	Captures the finer details of the subject without capturing the surroundings. The camera captures only a fraction of the

	subject in the scene.
Establishing shot	Provides a context for the scene or the subject. For example, an exterior shot of a building at night, followed by an interior shot of people talking. Such a shot implies that the conversation is taking place at night inside that building.
EWS (Extreme Wide Shot)	Establishes the subject's surroundings. The subject is, most times, barely visible in the shot. The EWS is often used as an establishing shot - the shot used to set the context for the scene.
Extreme Long Shot	Provides a context for the subject in the scene. Similar to the Extreme Wide Shot.
Eye Level	Places the viewer at an equal footing with the subject onscreen.
FS (Full Shot)	Shows in full length the person or object featured in the scene/frame.
High angle	The camera is placed above eye level, looking downward. The shot can make the subject look small or weak.
Long lens shot	Shot using the long lens to zoom into a subject - commonly used in wild life photography.
Long Shot	Places the subject in some relation to the surroundings.
Low angle	The camera is placed below eye level, and looks up at the subject. The shot makes the subject look large, strong, or noble.
MCU	Shows the subject in close up without getting too close. The shot is somewhere between a mid shot and a close up.
Medium Shot	Provides a partial view of the subject, and is sufficient to cover the subject's expressions and any action around the subject.
Mid Shot	Provides a complete view of the subject along with the action in the scene.
MWS (Medium Wide Shot)	Captures around 75 per cent of the subject's body.
Noddy shot	Shows the interviewer responding to the guest.
Oblique/Canted	The camera is tilted at an angle to the floor. Such shots usually suggest imbalance, transition and instability. The oblique angle is also used to portray the POV of the subject, that is, it portrays the scene as the subject sees it.
OSS (Over the shoulder shot)	Close up of the subject viewed at shoulder level of another subject in the shot.
Overhead shot	The camera is positioned directly above the subject.
POV (Point of view)	Shows what the subject is looking at (represented through the camera).The camera is placed at the eye position of the character.
Profile shot	A shot of the subject from the side.
Push In	The camera physically moves toward a subject.

Reverse shot	The subject and the other actor in the scene are part of the same scene but not covered by the camera in the same frame. One of the actors is "invisible" to the camera during the conversation.
Slanted	Similar to the Dutch angle. The camera is held at an angle to the subject.
The Bird's Eye view	Oblique view of the subject from above as though the observer were a bird.
Two Shot	Captures two subjects, not necessarily next to each other, in the same frame.
VWS (Very Wide Shot)	Defines the environment in which the subject is placed. The shot is much closer to the object than in EWS, but not as near as in the Wide Shot (WS).
Weather Shot	Captures the weather as a subject for the scene.
WS (Wide Shot)	Provides a panoramic view of the action in the scene.

Camera Movement	Description
Aerial	Shot with a crane, or with a camera attached to a special helicopter to view large landscapes.
Arc	Camera movement that combines trucking and panning. The camera zooms out of the subject, simultaneously making a circular move, an arc, while panning all the while keeping the subject in frame.
Crab	A less-common term for tracking or trucking.
Crane	A shot taken by a camera on a crane.
Crash zoom in/Crash zoom out	Effects produced by fast lens movements, like zooms and pull-outs.
Defocus	Camera deviates from accurate focus.
Dolly zoom/Contra zoom/Dolly out	The camera is pulled away from a subject when the lens zooms in, or the other way round. During the zoom, there is a continuous perspective distortion, the most noticeable feature being that the background appears to change size relative to the subject.
Dolly	Camera is mounted on a wheeled platform that is pushed on rails.
Dolly In	As the camera moves toward the subject, more and more of the background disappears "behind" the person in the scene.
Dutch tilt	Achieved by tilting the camera so that the horizon is at an angle to the bottom of the frame. Used to portray the psychological uneasiness or tension in the subject being filmed
Follow	Camera movement technique used to follow the subject.
Focus	Focus camera on one object in a close up shot, causing everything in the background to be out of focus,

Handheld	The photographer holds the video camera, and moves around to capture the action.
JIB	Boom device with a camera on one end, and a counterweight on the other. Properly balanced using the counterweight, the camera can move through an extended arc
Pull Focus	The camera shifts focus alternatively between the person in the foreground and the person in the background.
Pan	Camera moves horizontally across the scene. Establishes a time and space for places or characters in the scene.
Pedestal	Camera moves vertically with respect to the subject.
Steadicam	Stabilizing mount for a motion picture camera allowing for a smooth shot.
Throw focus	Starts the shot focused on a foreground object and then “throws focus” onto the subject.
Tilt	Camera is stationary, but rotates vertically on its axis.
Tracking/Trucking	A tracking shot usually follows the subject as it moves along the screen.
Whip pan	Type of pan shot in which the camera moves sideways so quickly that the picture blurs into indistinct streaks.
Zoom	Produced by a zoom lens, which can vary focal length across a large range.

Insert shot elements in a script

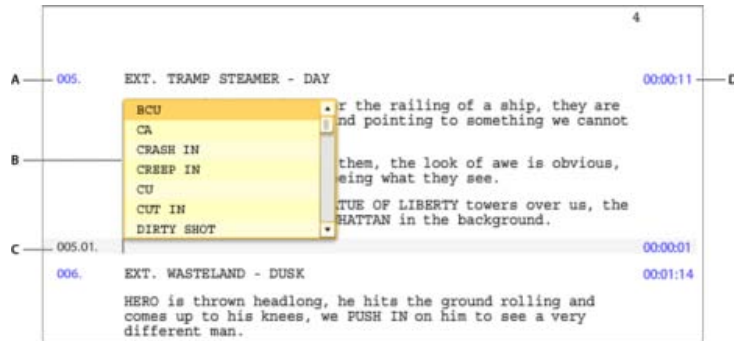
Available for: Adobe Story Plus

Ensure that you have enabled Auto Complete (View > Auto Complete) before you add shot elements in a script. A shot element can be placed anywhere within a scene where you want to provide the camera information.

Shot information is represented in the format `Shot size/Camera angle - Camera number - Camera movement.`

1. Press Enter after a paragraph in the scene where you want to insert the Shot element.
2. Select Shot from the script elements menu.
3. A message box appears asking if you want to create a copy of your script. Because a shooting script changes the formatting of your original script, it is recommended that you create a copy. A copy of your script is created in the project folder when you click Continue. If you do not want to create a copy of your script, select Continue Without Saving A Copy.
4. Press Enter. A menu appears listing the available options.
5. Select an option from the list.
6. In the menu that appears, select a camera from the list.

7. In the menu that appears select a camera movement.



Shooting script

A. Scene number **B.** Shot elements **C.** Shot number **D.** Shot duration

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Shot numbers

Available for: Adobe Story Plus

A shot is associated with a scene. The format for a shot number is <scene number>.<shot number>.

Assign shot numbers

Available for: Adobe Story Plus

Adobe Story automatically adds shot numbers to Shot elements in a script. Shot numbers cannot be edited.

View shot numbers

Available for: Adobe Story Plus

- Select View> Numbering > Shot.

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Scene duration

Adobe Story lets you assign scene or shot durations automatically or manually.

Assign scene or shot durations automatically

1. In the Authoring view, select Production > Manage Scene Durations.
2. Ensure that Assign Scene Durations is selected.

3. Click OK.

Note: If you add a new scene or shot, repeat the procedure to update the duration.

Customize formula for calculating scene/shot durations

When you assign scene/shot durations automatically, Adobe Story determines the duration of a shot using the following assumptions:

- A page contains 42 lines.
- A page takes 60 seconds of running time of the movie.

You can customize the values according to your requirements when assigning shot/scene numbers automatically.

1. Select Production > Manage Scene Durations.
2. Ensure that Assign Scene Durations is selected.
3. Select Customize Formula To Auto Calculate Duration, and select the following:
 - a. In One Page Equals, enter the number of lines per page that you want Adobe Story to use when calculation scene/shot duration.
 - b. In One Page Equals, enter the time in seconds that a page in your movie translates to in terms of running time of the movie.
4. Click OK.

Overwrite manually assigned scene/shot durations

1. Select Production > Manage Scene Durations.
2. Ensure that Assign Scene Durations is selected.
3. Select Also Override Manually Assigned Scene Durations.

Edit shot durations manually

1. Click the shot duration whose time you want to modify.
2. In the Change Scene Durations dialog, select one of the following:

Assign custom duration

Select this option if you want to manually specify the duration for the shot. Enter the time, in the format HH:MM:SS, that the shot uses during playback.

Assign auto calculated value

Select this option if you want Adobe Story to calculate the shot duration.

Remove assigned shot durations

1. Select Production > Manage Scene Durations.
2. In the Manage Scene Durations dialog, do the following:
 - a. Select Remove Scene Durations to remove shot durations assigned by Adobe Story.
 - b. Select Also Override Manually Assigned Scene Durations to remove shot durations assigned manually.

View shot duration as running time

The running time of a shot is the time calculated adding previous shot durations. For example, if shot one has a duration of 30 seconds (00:00:30), and shot two has a duration of 20 seconds (00:00:20), the running time as indicated in shot two is 50 seconds (00:00:50).

Note: The shot duration of an omitted scene is ignored when calculating the running shot duration.

- Select View > Shot Duration > Running Time.

View shot duration as actual time

Available for: Adobe Story Plus

Actual time is the time consumed by a shot.

- Select View > Shot Duration > Shot Duration.

Hide shot duration display

Available for: Adobe Story Plus

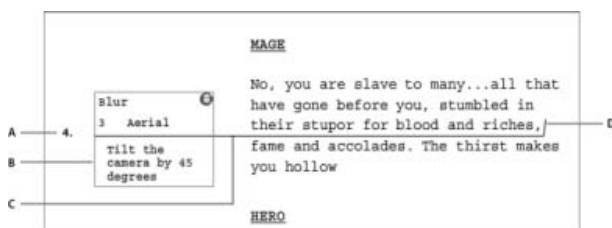
- Select View > Scene Duration > Hide.

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Insert shot information in the middle of a scene

Available for: Adobe Story Plus

You can add camera shot information in the middle of a scene. Such information helps studio personnel identify and prepare for changes to camera, camera position, or effect at the specified point in the scene.



Shot information in the middle of a scene

A. Shot number **B.** Shot info **C.** Shot line **D.** Cut line

Note: Adobe Story uses a different template for scripts that contain camera/audio/source information in the middle of a scene. Ensure that you take a backup of your original file before you allow Adobe Story to reformat your document.

1. Place the cursor at the location where you want to insert the camera information.
2. Select Production > Camera Shot. If you are using this option for the first time, accept the prompt asking you to take a backup of the original file before proceeding.
3. In the Camera dialog, select one of the following options according to your requirements.

Solid Shot Line In the script, a cut mark (cut line) appears at the cursor location and extends as a shot line toward the page margin. Shot Information is displayed at the end of the shot line. If you do not want Adobe Story to assign a shot number, deselect Shot Number. Enter information for visual effects (Vision FX), camera number (Camera), camera position/location (Position), and description of the shot in the respective options.

Dashed Shot Line Similar to solid shot line except that the style of the line is in the form of continuous dash strokes. It can be used at locations in your script where you want to include onscreen graphics.

Shot Development Use this option when you want to change the camera and shot information in the middle of a dialogue. The options for effects and camera position are disabled when you choose this option. For example, you want the camera to zoom out of the object when the dialogue is being spoken. Enter the camera number and a description of the shot in the respective options.

Camera Reposition Use this option when you want to change the camera position in the middle of a shot. Enter the camera number and description after you select the option.

Edit Camera Shot information

Available for: Adobe Story Plus

1. Double-click the camera shot information in the script.
2. In the dialog that appears, edit the information.

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Add videotape elements in the middle of a scene

Available for: Adobe Story Plus

Place videotape (VT) elements at a position in the scene where the source of the content is a videotape.

Add videotape (VT) element with shot number and duration details

Available for: Adobe Story Plus

1. Place your cursor at the position where you want to add the videotape element.
2. Select Production > Video Tape.
3. In the Video Tape Instructions dialog, select Shot Line.
4. The Shot Number is added by default. If you do not want to add shot number, deselect the option. For example, deselect this option for shots within shots where there is no change in the source from the current shot.
5. When you select Duration Details, the following options appear in the script. Enter relevant information for the respective options.

In Information (dialogue) that introduces the VT shot.

Out Information (dialogue) that indicates the end of the VT shot.

Duration The duration of the VT shot. There is no specified format. You can enter duration in the format that you desire.

Add Standby VT information

Available for: Adobe Story Plus

Use this option to provide information on videotape in the standby mode.

1. Place your cursor at the position where you want to add the videotape element.
2. Select Production > Video Tape.
3. In the Video Tape Instructions dialog, select Stand By VT.

You can choose to accept the default options, or add information in the Ident option. In Ident, add videotapes you want to use in the standby mode. For multiple videotapes, use the separators;, +, or &. For example, to indicate videotapes 1 and 4, enter 1+4, 1;4, or 1&4.

Add Run VT information

Available for: Adobe Story Plus

Use this option to provide information on videotape that must be played.

1. Place your cursor at the position where you want to add the videotape element.
2. Select Production > Video Tape.
3. In the videotape Instructions dialog, select Run VT.

You can choose to accept the default options, or add information in the Ident option. In Ident, add videotapes that must be played. For multiple

videotapes, use the separators;, +, or &. For example, to indicate videotapes 1 and 4, enter 1+4, 1;4, or 1&4.

Edit videotape (VT) information

Available for: Adobe Story Plus

1. Double-click the VT information in the script.
2. In the dialog that appears, edit the information.



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Shot types

Available for: Adobe Story Plus

You can now allow users to enter different shot types to create a shooting script for their project. Now you can add the following types of cut lines in a script:

1. Camera Shot: You can add a camera shot in a script along with a solid or dashed line. This information helps studio personnel identify and prepare for changes to camera, camera position, or effects at the specified point in the scene.
 - EWS (Extreme Wide Shot): EWS is a view far from the subject. The subject is not visible due to the distance. EWS is often used as an establishing shot. For example, a shot showing a river and a mountain with a subject hardly visible.
 - VWS (Very Wide Shot): A view in which subject is visible. VWS emphasizes on placing the subjects in their environment. For example, a girl standing near the river in which you can make out that a girl is standing.
 - WS (Wide Shot): The subject takes up the full frame or as much as comfortably possible. For example, a girl in the story is emphasis of the shot.
 - MS (Mid Shot): MS shows some part of the subject in more detail but still gives an impression of the whole subject. The MS view is typically how you see a person you talk to. While talking, you don't pay attention to a person's lower body, so that part is irrelevant in this scene.
 - MCU (Medium Close Up): MCU is half way between an MS and a CU.
 - CU (Close Up): In CU, a certain feature or part of the subject takes up the whole frame. For example, a shot showing just the face of a girl.
 - ECU (Extreme Close Up): The ECU gets right in and shows extreme detail. For example, close up of a subject's nose while the subject is trying to smell something.
 - Cut-In: Cut in shows some part of the subject in detail. Such as hands of a subject holding a gun and pulling the trigger slowly in a scene.
 - CA (Cutaway): CA is a shot of something other than the subject. For example, a procession of people passing by.
 - Two-Shot: A Two-Shot includes two people. The detail/distance is similar to a mid shot (MS).
 - Over-the-Shoulder Shot (OSS): OSS is a shot of the camera focusing from behind a person at the subject.
 - Noddy Shot: Noddy shot is someone listening and reacting to the subject.
 - Point-of-View Shot (POV): POV shows a view from a subject's perspective. For example, a shot in which a race car driver examining a race track and only the race track is shown.
 - Weather Shot: In this shot, the subject is the weather. This shot is also used for other purposes, such as for background for graphics.
2. Video Tape: This break gives information of any video tape to play in between two scenes.
3. Recording Break: Insert a recording break to indicate a break such as a tea break or tape stop.

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Show/hide elements

Show/hide the shot element


An author/co-author can selectively display the instances of shot element in a script. The reviewers and readers of the document can see the instances of the Shot element as displayed but cannot use the option to show/hide the element.

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Show/hide the shot element

To show or hide all the instances of the shot element, do the following:

- Select View > Show/Hide Elements > Shot.

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Creating document versions

Save versions of a document

Auto-versioning of documents

Versioning a document helps create a history for the document, and monitor changes to a document over time.

Note: In the desktop application, the History feature is not available in the offline mode.

Follow these steps to save a document as a separate version:

1. Select File > Save As.
2. In the Save As dialog box, ensure that the Version option is selected. The version number that is assigned is indicated after the Version Number.
3. In the Description field, enter information about the content that has changed from the previous version. The description provides information to future authors about the history of changes.
4. Click Save.

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Auto-versioning of documents

Adobe® Story automatically assigns versions to documents in the following cases:

- (Session-based) When you edit and save a document for the first time in a session; close the document, reopen it, and then save it again.
- (Desktop application) When you update a document in the offline mode, and then switch back to the online mode.
- (Collaborative mode) When another user gains control of the document for editing.
- (Overwrite) When you click Make Latest in a previous version of the document. The previous version is now treated as the current version of the document.

Disable auto-versioning

When you disable auto-versioning, new versions of documents are created only when you version them using the File > Save As option.

1. Select File > Document Preferences.
2. Deselect Enable Auto Versioning.

This preference is a document level setting, and auto-versioning is enabled by default.

Work with the History panel

[Scrolling the History panel](#)

[Search content in the History panel](#)

[Delete versions in the History panel \(author only\)](#)

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Scrolling the History panel

Scroll through the History panel using the arrows at the ends of the panel. Alternatively, you can drag the versions inside the panel to scroll them.

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Search content in the History panel

You can search versions based on their version name, description, cast list, version number, created by, and time stamp. Enter text in the search box within the History panel. The relevant versions are displayed.

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Delete versions in the History panel (author only)

Click the delete (trash) icon to delete the corresponding version. Version numbers of other versions are unaffected.

Note: *You cannot delete the current version of a document.*

Adobe also recommends



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Work with versions of a document

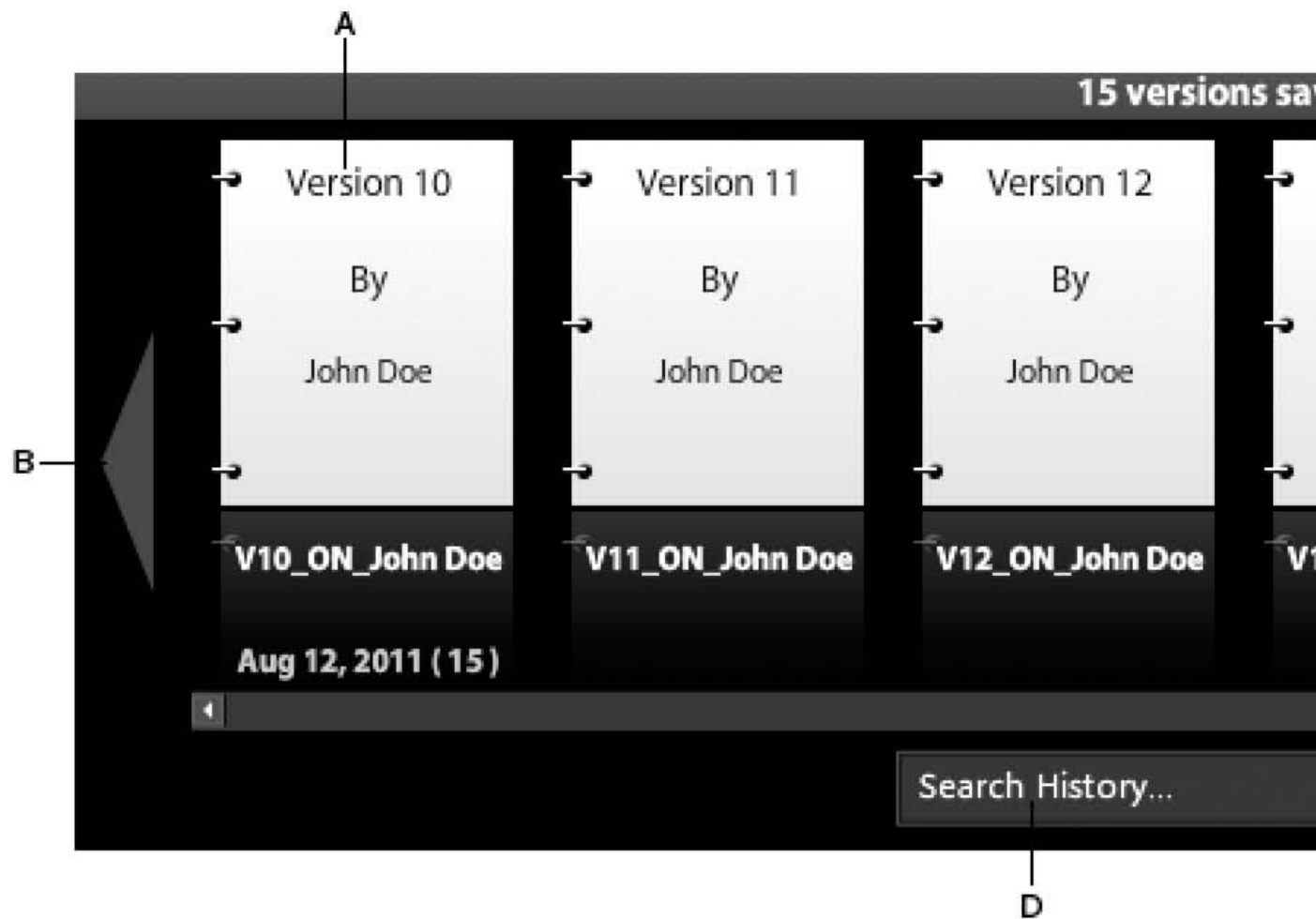
- View previous versions of a document
- Overwrite current version with a previous version
- Compare document versions

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View previous versions of a document

Information about various versions of the script is displayed in the History panel. Information includes version number, author, and the time stamp. The content that you entered in the Description section when versioning a document is displayed when you move your mouse over the Comment icon.

1. Select View > History. The History panel containing various versions of the document is displayed.
2. Double-click the version that you want to view. The version is displayed in Adobe Story.



The History panel
A. Version Info B. Scroll arrow C. Comments D. Search option

Note: You can only view contents from previous versions. You cannot edit the content, or save file as a new version.

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Overwrite current version with a previous version

When you overwrite a current version of a document with a previous version, the previous version of the document is treated as the latest version. Content in the current version is overwritten by content in the previous version. However, Story automatically saves a version of the current version before replacing it with the previous version.

1. Select View > History to open the History panel.
2. Double-click the version that you want to overwrite the current version with.
3. Click Make Latest.

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Compare document versions

Compare current version with previous version

1. Select View > History to open the History panel.
2. In the version that you want to compare, click the Compare With This Version icon.



Move your mouse over the panel to view the compare icon

The version displayed on the right is the current version, and the version to the left is the older version of the document. The cursor position in the current document is unaltered when you switch to the compare view.

Close one of the versions to return to the normal view.

Note: In the compare view, authors and co-authors can copy content from the previous version to the current version.

Compare two previous versions

Open the History panel, and perform the following steps.

1. Double-click the version that you want to compare.
2. In the version that you want to compare the open document with, click the Compare With This Version icon.

Close one of the versions to return to the normal view.

Note: You cannot copy content across two older versions of a document.

Identify changes using the Outline panel


In the compare view, the Outline panel displays a combined list of scenes available in the versions being compared.

You can identify changes to scenes using the Outline view. A star icon indicates a scene with modified content. A red scene heading in the outline panel indicates a deleted scene and a green scene heading indicates a new scene.

When you double-click a scene in the Outline, the focus shifts to the corresponding scene in both the versions being displayed in the editor. If you double-click a deleted or added scene, the scene is displayed in the version containing the scene.

Note: In the Outline panel of the compare view, you cannot move scenes or view their contents.

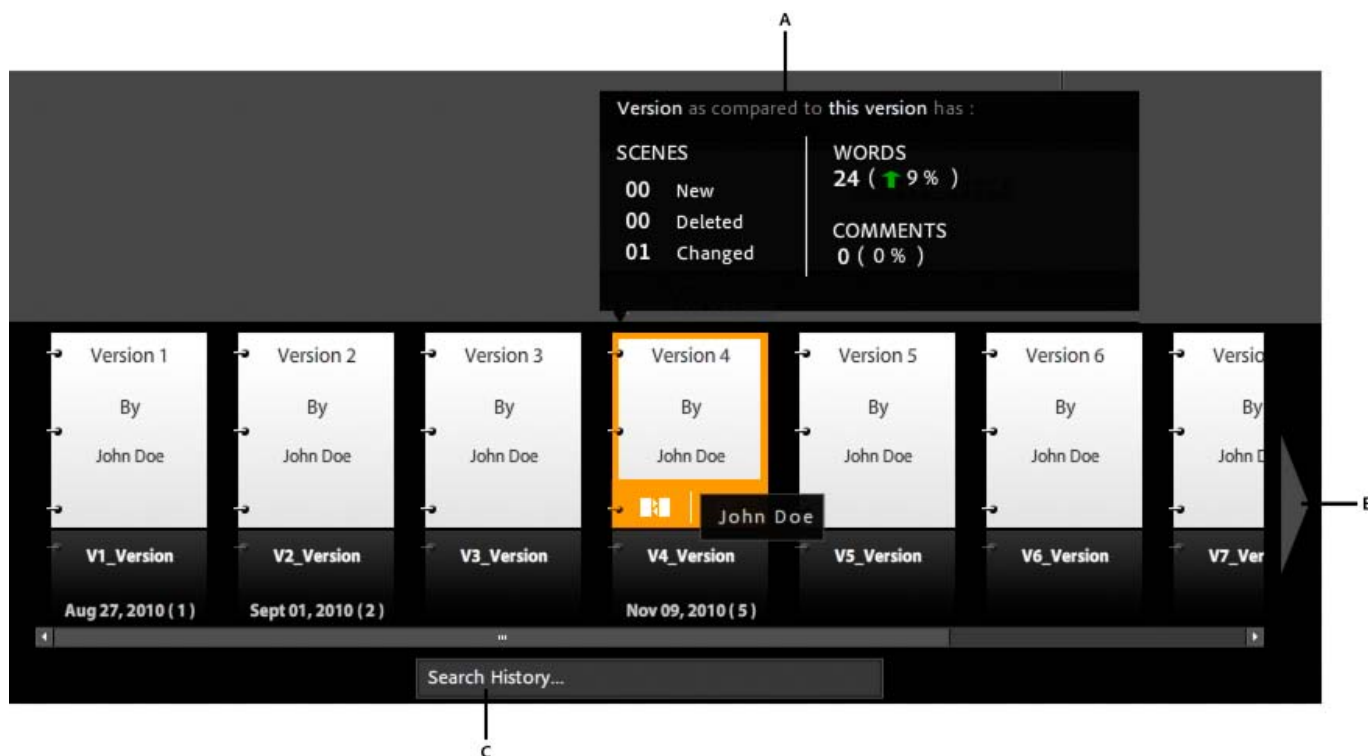
Enable/disable scroll lock in the compare view

When the scroll lock is enabled (on)  Adobe Story scrolls both the documents. Disable the scroll lock if you want to scroll through just one of the versions.

View summary of changes between versions

To view a summary of changes between the current version and a previous version, move your mouse over the previous version in the History panel. A panel appears containing the summary of changes to scenes and content between the two versions.

note: If the previous version is not synced in the offline mode, the summary of changes is unavailable in the offline mode.



Comparing a version with the current version of the document.

A. Panel containing summary of changes **B.** Scroll option **C.** Search field



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Production revisions

Revisions and revision styles

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[Create a revision style](#)

[Modify or delete a revision style](#)

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Overview

Available for: Adobe Story Plus

Production revisions are changes to content in production scripts. You can use revisions to identify and print only modified pages in production scripts.

Revisions are tracked using revision styles. Each revision is associated with a unique revision style. The revision style you choose when starting a revision is applied to changed content and pages.

Note: Only authors and co-authors can revision documents.

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Create a revision

Available for: Adobe Story Plus

1. Ensure that you have completed the following procedure before you start revising a document:
 - a. Act on all tracked changes in your document by accepting or rejecting them.
 - b. Disable track changes after you have completed accepting/rejecting tracked changes.
2. Select Production > Start Revision.
3. In Active Revision, select a revision style. The chosen style is used for all markup in the revision. Ensure that you have not used this revision style previously for another revision.
4. (Optional) To change the date, color, or formatting options associated with the revision style, click Manage. If you do not specify a date, the current date is used.
5. Click Start Revision.

To create another revision, select Production > New Revision. Repeat the procedure to revision the document.

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Create a revision style

Available for: Adobe Story Plus

Adobe® Story has a list of revision styles that you could use for your revisions. You can also choose to create your own revision style. The new style is reflected in the Active Revision menu when you start revisioning a document.

1. Select Production > Manage Revisions.
2. Click “+”.
3. Enter a name for the revision style.
4. Customize the following according to your requirements:

Revision Color Choose a color from the color menu. The color is applied to revised text, and border of pages containing the revisions. For multiple revisions, the border color of the latest revision is displayed.

note: *The border color of pages is not displayed in a printed or exported document.*

Mark The default “*” mark is displayed to the right of revised content. You can choose to customize this identifier using any other symbol of your choice.

Date Indicates the revision date. All revisions to the document on the specified date can be identified using this revision style. The date is displayed in the header of revised pages if the option to display date in the script header and footer is enabled.

Revised Text Style The selected formatting option is used to display revised text.

5. Click Done.

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Modify or delete a revision style

Available for: Adobe Story Plus

1. Select Production > Manage Revisions.
2. Select the style that you want to modify or delete.
3. Do one of the following:
 - Click “-” to delete the style.
 - To modify the style, edit its values, and click Done.

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Add/remove revision marks

Available for: Adobe Story Plus

1. Select the content from which revision marks must be added or removed.
2. Do one of the following:
 - To add revision marks, select Production > Add Revision Mark. The current revision style is applied to the selection.
 - To clear revision marks, select Production > Clear Revision Mark. All revision marks are removed from the selected content.

Adobe also recommends



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Manage production revisions

[Specify display \(viewing\) options for revisions](#)

[View revision history](#)

[Identify total number of revised pages](#)

[Lock/unlock production revisions](#)

[Lock/unlock scene numbers](#)

[Omit/unomit scenes](#)

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Specify display (viewing) options for revisions

Available for: Adobe Story Plus

You can customize how revision indicators are displayed on revised pages.

1. Select Production > Manage Revisions.
2. In Viewing Options, customize the display options according to your requirements:

Show Markup For Select All or Active depending on whether you want markup displayed for all revisions or just the active (current) revision. Select None if you do not want markup displayed for revisions.

Mark Position The mark you set in Revision Style is, by default, displayed to the right of revised text. You can choose to change the distance, from the left margin, at which the mark is displayed. To display the mark to the left of the revised text, enter a lesser number such as 0.5 or 1.

Show Date in Script Header and Footer Disable this option if you do not want to display the date specified in the revision style.

Align Select an alignment for the content in the header and footer.

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View revision history

Available for: Adobe Story Plus

Adobe Story automatically adds revision history to the title page of the document. Edit the revision history according to your requirements.

Note: *Deleting the title page deletes revision history permanently. Revisions made previous to the creation of the title page are not captured in the title page.*

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Identify total number of revised pages

Available for: Adobe Story Plus

The number of pages in the current revision is displayed in the Adobe Story status bar.

1. Select Production > Manage Revisions.

2. In Viewing Options, select All, and click Done.

The total number of revised pages is displayed in the following places:

- In the Adobe Story status bar towards the left (when the revision is active)
- In the Print dialog box

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Lock/unlock production revisions

Available for: Adobe Story Plus

Locking pages in production revisions helps you:

- Prevent page renumbering because of deletions or content overflows during revisioning
- Identify and print only the revised pages

Lock pages

Available for: Adobe Story Plus

When you lock pages in your script during revision, a new page, with the numbering format nA, is created to accommodate content overflow. n corresponds to the number of the page causing the content overflow.

For example, after locking, you edited page number 2 to an extent that it caused content overflow. Instead of the content moving to page 3, a new page 2A is created to accommodate the overflow. Thereafter, new pages created are numbered 2B, 2C, and so on.

1. Select Production > Lock Pages.

Ensure that you have enabled page headers if you want to see the new page numbers displayed in the script.

Note: In a locked page, when a scene with content that overflows to the next page is omitted, a page range is displayed for page numbers.

Unlock production revisions

Available for: Adobe Story Plus

When you unlock pages, the numbering of pages is reset to the natural numbering sequence of the script (1, 2, 3...).

- To unlock pages, select Production > Unlock Pages.

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Lock/unlock scene numbers

Available for: Adobe Story Plus

Locking scene numbers prevents renumbering of existing scenes when new scenes are added during production revisions.

Similar to production revisions, Adobe Story uses a different numbering format, usually alphanumeric, when renumbering scenes. The format used depends on the numbering format of the scenes that precede and follow the new scene.

For example, during production, you lock scenes and introduce a new scene between scene numbers 100 and 101. The new scene is assigned the scene number 100A.

Lock scene numbers

1. Select Production > Manage Scene Numbers.
2. In the Manage Scene Numbers dialog, select Keep Existing Scene Number. Selecting this option locks all current scene numbers in your script.

Note: *Ensure that you have enabled Automatically Assign Number To New Scenes.*

3. Add a new scene to your script. Notice the new numbering format for the scene number.

Unlock scene numbers

Available for: Adobe Story Plus

When you unlock scene numbers, all the scene numbers are reset to match the original numbering sequence.

1. Select Production > Manage Scene Numbers.
2. In the Manage Scene Numbers dialog, deselect Keep Existing Scene Number.
 - 1.
 - 2.
 - 1.
 - 2.
 - 1.
 - 2.
 - 3.

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Omit/unomit scenes

Omitting a scene helps you remove a scene without changing the scene numbers of other scenes. When you omit a scene, the word OMITTED appears at the location of the omitted scene. You can later, if necessary, unomit a scene to recover omitted content.

The element type for an omitted scene is always set to General and cannot be changed.

- To omit scenes, place your cursor on the scene, and select Production > Omit Scene.
- To unomit scenes, place your cursor on the omitted scene, and select Production > Unomit Scene.

View contents of an omitted scene

Perform one of the following steps:

- Click the omitted scene in the Outline panel.
- In the script, move your mouse over the word OMITTED.

Omitting scenes when track changes is enabled

Available for: Adobe Story Plus

- Ensure that you accept/reject all tracked changes in the scene before you omit a scene. If you try to omit a scene with track changes, a dialog appears informing you that all tracked changes will be accepted before omitting the scene. Click No if you want to manually accept or reject changes.
- Omitting/unomitting scenes are not tracked as changes.

Adobe also recommends



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Export and print production revisions

[Export revisions](#)

[Print production revisions](#)

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Export revisions

Available for: Adobe Story Plus

When you export a document with revisions as a PDF file, the revision style applied to content is displayed in the file. The revision style for borders is not displayed.

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Print production revisions

Available for: Adobe Story Plus

1. Select File > Print.


2. Select one of the following options:

Entire Script Prints the entire script along with the production revisions.

All Changed Pages Prints all the Changed pages.

Revision Prints only the selected revision. Select the revision color from the menu.

3. If you want a color printout of the revisions, select Print Revised Text In Color.

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Sharing, commenting, and collaborating

Collaborating with other users

Available for: Adobe Story Plus (Adobe Story Free users can work with the scripts shared with them)

Share your scripts with any user. When sharing scripts, specify a role for the people among whom the script is shared. The role determines the actions that a person can perform on the shared script.

Note: You cannot share scripts in the offline mode.

Co-author

Co-authors can add, modify, or delete content from the script. However, they cannot delete the script itself. Co-authors can also, like reviewers, comment on the script.

Writer

This role, usually assigned to freelance writers, gives users access to only the documents that they're working on. The writer role is assigned at a project level and is not available for individual document sharing operations. Users in this role have limited permissions and cannot perform the following actions:

- See drafts of episodes authored by other writers
- Create or view reports and schedules
- See the lists assigned to the current project
- Share, archive, or rename a project shared with them
- See edit notifications for documents created by other users. In particular, users in this role will see the following notifications:

Notification	Whether available for the writer role
Project shared with a user in the writer role	Yes
Role changed to or from writer	Yes
Document added to the shared project by another user	No
Any document edited in the shared project	No
Writer's own document edited by a co-author	Yes
Comment on any document in the shared project	No
Comment on a document owned by the writer	Yes

Reviewer

Reviewers cannot edit the content, but can add comments to the script.

Reader

Readers can only read the script but cannot view comments on the script, edit the script, or view the sharing information.

When a script has co-authors, only one of the authors can edit the script at a given time. The message in the status bar provides information on the author editing the script. The script is available to the other authors for editing only after the author editing the script saves it. Ensure that you save the script periodically so that other authors working on the script can work on the script too.

Note: It takes a few seconds before the saved script is available to you for editing.

The status bar at the bottom of the application provides information on the status of the document. For example, if a reviewer X is editing the file, the information, "X is editing..." is displayed. The information disappears after the file is saved indicating that you can now edit the file.




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Share documents

Available for: Adobe Story Plus

1. In the Authoring view, select File > Share.
2. In the Share Document dialog box, enter the e-mail address of the person with whom you are sharing the file.
3. Select a role for the person.
4. To add another person to the list, click below the current text menu.
5. If you want Adobe® Story to send an e-mail to users with whom you have shared the script, select Send E-mail Notification.
6. Click OK.

Note: The shared documents are displayed with a shared icon.  in the Projects view.




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Open shared scripts

You can add a shared script to a new project or add the script to an existing project. Depending on your permissions, you can edit, review, or read the script.

Note: *When you have a script that you must edit or review, a notification appears when you log in to the application.*

1. Click the drafts icon  in the menu panel. The list of scripts that are shared is displayed.
2. Click Accept.
If, for some reason, you do not want to accept the shared script, click Decline.
3. In the Accept Shared Document dialog box, do one of the following:
 - To add the script as a part of a new project, select Put In A New Project. Enter a name for the new project.
 - To add the script to an existing project, select Put In An Existing Project.
4. If you want the script to open in the authoring view after you click Done, select Open Document When I am Done.
5. Click Done.



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Add comments to scripts

Comments Panel

You can add comments to both your scripts, and shared scripts. Users assigned the reader role cannot view comments on shared scripts. Comments added to shared scripts are displayed to other users only after you save the file.

1. Press Enter. A Comment icon appears toward the end of the line.
2. Click the icon to add your comment.
3. Enter the comment, and click outside the edit area.

Note: You can delete a comment by clicking the Delete icon in the comment.

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Comments Panel

The comments panel contains a list of all the comments posted on the open document.

- To open the Comments panel, select View > Commenting Panel.
- To move to the location of a comment in the document, click the Comment in the Comments panel.
- To search comments, use the Search box in the Comments panel. Your search can be based on the text in the comment, or the author of the comment.
- To sort comments by their chronological order, select Options > Sort By Time.
- To sort comments in the order in which they appear in the document, select Options > Sort By Page Order.
- To view the time the comment was posted, move your cursor over the comment. The timestamp is displayed in the tooltip.
- To delete a comment, click the corresponding Delete button. The comment is deleted from the comments panel of all users. Reviewers can delete only those comments that they have posted.




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Modify assigned roles

Available for: Adobe Story Plus

1. Do one of the following:
 - Click the downward arrow icon next to the script name, and select Share.
 - In the Authoring view, click the Sharing information on the status bar, and click Share With More.
2. In the Document Sharing dialog box, select the user whose profile you want to modify from the menu.
3. Select a different role for the user from the menu, and click OK.

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Project sharing

Share project

Open documents from a shared project

Stop sharing project with a user

Change role of a collaborator

Remove sharing of received projects

Available for: Adobe Story Plus (Adobe Story Free users can work with the projects shared with them)

You can share a project with another user as co-author, reviewer, or reader.

1. **Co-author:** Co-authors can add, modify, or delete content from the script. However, they cannot delete the script itself. Co-authors can also, like reviewers, comment on the script.
2. **Reviewer:** Reviewers cannot edit the content, but can add comments to the script.
3. **Reader:** Readers can only read the script but cannot view comments on the script, edit the script, or view the sharing information.

Only an author can delete a document in a shared project, whereas author and co-author can add documents. The author owns any document created in a shared project. Documents added to the shared project are automatically shared. When co-authors/reviewers/readers delete a project shared with them, the project is unshared with them and removed from their Projects view. In a shared project, Adobe Story notifies collaborators about:


- Documents added/deleted
- Edits in documents
- Comments in the documents

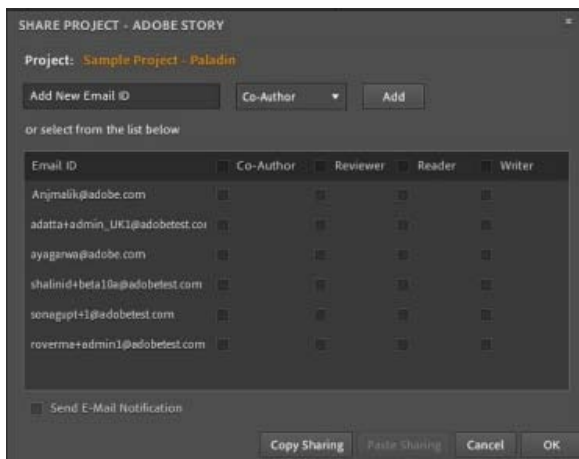
Collaborators can unshare a project. Project-level sharing and document-level sharing do not work together. If you try to share a project that has shared documents, Story removes all document-level shares for the project. Story replaces them with the share preference for the project.

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Share project

Available for: Adobe Story Plus (Adobe Story Free users can work with the scripts shared with them)

1. In the Projects view, select a project and click  (Share)
2. In the Share Project dialog box, enter the email address of the person with whom you are sharing the file in Add New Email ID. You can also choose from the existing contacts listed in this dialog.



The Share Project dialog

Note: The Share Project dialog lists users with whom a project is shared. Invitees who haven't yet accepted a share request are listed as well.

3. Select a role for the person and click Add.
4. To add another person to the list, click below the current text menu. Repeat to add more people with whom to share the project.
5. If you want Adobe® Story to send an email to users with whom you have shared the script, select Send email Notification.
6. Click OK.

Story remembers your share settings, so that you can reuse them for other projects easily.

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Open documents from a shared project

1. Click the notifications icon in the menu panel and locate the share invite message.
2. Click Accept to access the shared project. If, for some reason, you do not want to accept the shared project, click Decline.

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Stop sharing project with a user

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the project's name, and select Share.
2. In the Share Project dialog, deselect the user with whom you want to stop sharing the script and click OK.

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Change role of a collaborator

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the project's name, and select Share.
2. In the Share Project dialog, select the appropriate roles for the listed users and click OK.

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Remove sharing of received projects

When you delete shared projects, you cannot restore them. Request the author to share the project again in case you deleted a shared project inadvertently.

- Click the downward arrow icon next to the project's name and select Delete.



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Delete received scripts

When you delete shared scripts, you cannot restore them. Request the author to share the script again in case you deleted a shared script inadvertently.

1. In the Projects view, select the shared script that you want to delete from a project.
2. Click the downward arrow icon next to the script name.
3. Select Delete From Project.



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Notifications

[View notifications and comments](#)

[Notifications panel](#)

[Notifications for edited documents](#)

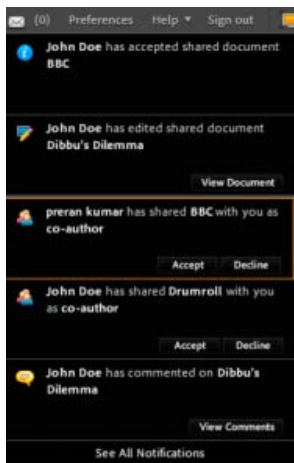
[E-mail notifications](#)

In Adobe Story, notifications are messages used to provide information on shared documents/projects, and the comments and edits posted on them. While comments and edits are displayed to other users almost instantly, a notification on comments is sent only after a user closes the document.

Notifications for offline documents are sent when you switch Adobe Story to the online mode. If you switch to the online mode just after signing in to the offline mode, offline notifications are sent when you open any document.

If any shared document is open when you switch to online mode, notifications are sent when you close the document.

Note: Only the most recent 500 notifications in an account are displayed.



Notifications menu

Users receive a notification when:

- A document/project is shared with them.
- The author stops sharing a document/project with the user.
- Their role has been modified.
- A document is added/deleted from a shared project.

Authors/co-authors receive a notification when:

- A shared document is edited.
- (Authors only) Users accept or reject a shared project/document.
- Users comment on the shared document.
- When a user restores an earlier version of a document as the latest version.

View notifications and comments

- The latest five notifications are displayed in the notification menu. Click See All Notifications at the end of the menu to view all notifications.
- To view a comment, click View Comment in the notification. The document containing the comment opens. Click the comment in the Comments panel to move to the location of the comment.
- To open a document edited by another author, click View Document in the notification.

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Notifications panel

The Notifications panel is displayed when you select See All Notifications at the end of the Notifications menu.

- To view a comment specified in the notification, select the notification, and click View Comment.
- To view content edited by another author, select the notification, and click View Document.
- To mark a notification as read, select the notification. To mark all notifications as read, click Mark All As Read.
- To delete a notification, select the notification, and click Delete corresponding to the notification. To delete all notifications, click Delete All.
- To navigate notifications, use the Newer and Older buttons in the panel. The buttons are enabled when you have more than 20 notifications in the panel.
- To sort columns, click their column headings.

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Notifications for edited documents

When you click the link in an e-mail received for edit notification, the related document opens in Adobe Story. The edit notification toolbar provides the name of the author who edited the content, and also, the total number of changes in the document.



Edit Notifications toolbar

You can perform the following tasks using the edit notifications toolbar:

- Navigate among changes using the arrow icons. When traversing through changes, the type of change is displayed in the toolbar.
- Compare the document with the previous version using the Compare button. Comparing the edited document with the previous version helps you detect deleted and updated content.

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E-mail notifications

Notifications are automatically sent as e-mails to users when:

- The author modifies their permissions by changing their role.
- Author shares a document.
- A collaboration request for a document is accepted or rejected.
- A document is edited and closed, or comments are posted on a document.

Note: Notifications on edits and comments are sent only after the user closes the document.

Note: *Ensure that you enable Send e-mail Notification when sharing a document.*

For content updates and comments, the e-mail contains a link to the location in the document containing the update or comment.

The language used in the e-mail depends on the locale in which you are logged in. For example, if you have logged into the application in the French locale, notifications are sent in French.

Disable e-mail notifications

1. Select Edit > Preferences, or click Preferences in the menu bar.
2. In the Preferences dialog, select Notifications.
3. Select No in the option asking you whether you want to receive e-mails for notifications.




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Stop sharing scripts with a user

Available for: Adobe Story Plus

1. Click the downward arrow icon next to the script's name, and select Share.
2. In the Share Documents dialog box, select the user with whom you want to stop sharing the script.
3. Click the Delete icon .

Users with whom you have stopped sharing the script are presented with a dialog box. Users can use the option in the dialog box to delete the script from their project.



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Unshare multiple projects from a user

Unshare multiple projects from a user

Available for: Adobe Story Plus

You can choose to remove sharing from a user for all or multiple projects shared with that user.

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Unshare multiple projects from a user

You can choose to unshare multiple projects shared with a user. You cannot unshare the projects from a user that are created by the user himself.

1. In the Projects view, click Projects.
2. Select Manage Shared Projects.
3. In the Manage Shared Projects dialog, enter the Email ID of the user with whom you want to unshare the projects and click Find. The names of the projects appear in the dialog box.
4. Select the project names to unshare and click Apply.



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Track changes

Track changes overview

- Track changes functionality and roles
- Track changes behavior during Find/Replace operation
- Copying content when track changes is enabled/disabled

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Track changes functionality and roles

Available for: Adobe Story Plus

Enabling track changes helps you identify changes made to your document, and accept or reject those changes. For shared documents, you can enable co-authors to accept or reject changes.

The options in the Review menu are enabled based on the role of the user viewing the document. The options to accept or reject changes, and to move among changes are enabled only after the first change to the document.

Option	Author	Co-author
Track Changes	✔	
Next Change/Previous Change	✔	✔
Accept Change/Reject Change	✔	✔ If author has enabled permissions.
Accept All Changes/Reject All Changes	✔	✔ If author has enabled permissions.
Show Original	✔	✔
Show Final	✔	✔
Show Final with Markup	✔	✔
Tool tip information for Markup	✔	✔

Reviewers can view the document along with the changes. Readers can only read the document as it appears in the Show Original state.

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Track changes behavior during Find/Replace operation

Available for: Adobe Story Plus

For find and replace operations performed after Track Changes is turned on for the document, the replaced text is treated as updated text, and the found text is treated as deleted text. The Find operation works on both deleted and updated text.

When deleted text is replaced, the replaced text is treated as updated text.

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Copying content when track changes is enabled/disabled

Available for: Adobe Story Plus

Copy-paste/cut-paste behavior when track changes is enabled:

- Inserted text is copied as new text.
- Deleted text is not copied.
- Formatted text is copied as new text. The formatting is retained.

Copy-paste/cut-paste behavior when track changes is disabled:

- Inserted text is copied without markup, and is not tracked.
- Deleted text is copied without markup, and is not tracked.
- Formatted text is copied, and the formatting is retained. The copied text is not tracked.

Note: When you move a scene, the scene at the original location is treated as deleted content. The scene at the new location is treated as inserted content. Ensure that you accept/reject changes at both these locations.

The copy-paste behavior works across Adobe Story documents. When you copy to an editor outside Adobe Story, the text is copied without markup. The copy-paste behavior, however, remains the same.



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Manage track changes settings

- [Enable track changes \(author only\)](#)
- [Set track changes preferences](#)
- [Enable co-authors to accept/reject changes \(Authors only\)](#)
- [Customize color for type of change](#)
- [Customize color for collaborators](#)

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Enable track changes (author only)

Available for: Adobe Story Plus

- Select Review > Track Changes.

Note: Track changes are not supported for multicolumn and AV scripts.

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Set track changes preferences

Available for: Adobe Story Plus

The option to use different colors that denote tracked changes made by different collaborators is moved from the Preferences dialog to the Document Preferences dialog. When you set preferences for track changes, the changes are now applied at a document level. You can choose a different color for the same collaborator in another document.

1. Select File > Document Preferences.
2. In the Document Preferences dialog, click Track Changes.
3. To change the default settings for inserted text and deleted text, do the following:
 - a. Select Type of Change
 - b. Specify a color for inserted text and deleted text from the color menus.
4. To change the text color for changes made by other users, do the following:
 - a. Select Collaborators.
 - b. Using the color menu, specify the text color for changes made by the collaborator.

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Enable co-authors to accept/reject changes (Authors only)

Available for: Adobe Story Plus

- Select Review > Co-Authors Can Commit Changes. By default, this option is enabled for all new documents.

Co-authors can commit changes to a document even when the Track Changes option is disabled. However, changes to the document are not tracked.

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Customize color for type of change

Available for: Adobe Story Plus

You can choose the color used to indicate inserted text, and deleted text.

Note: *Each collaborator can have an individual set of preferences.*

1. Click File > Document Preferences.
2. In the Document Preferences dialog box, select Track Changes.
3. Select Type Of Change.
4. Select a color for Inserted Text and Deleted Text.

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Customize color for collaborators

Available for: Adobe Story Plus

You can choose the color for changes made by other users with whom the document is shared.

Note: *Each collaborator can have an individual set of preferences.*

1. Click File > Document Preferences.
2. In the Document Preferences dialog box, select Track Changes.
3. Select Collaborators.
4. For each author, select a color that must be used to indicate content changed by the author.

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View tracked changes

[View track change information](#)
[Navigate among changed text](#)
[Accept/Reject changes to text](#)
[View content without track changes \(markup\)](#)

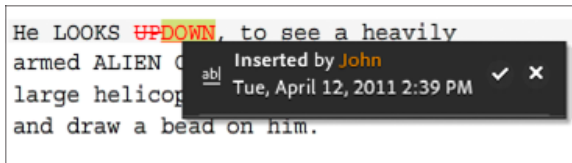
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View track change information

Available for: Adobe Story Plus

Adobe® Story uses special formatting called **markup** to identify and track changed content.

- For information on changed text, move your mouse over the changed text. A tool tip providing information about the author, and the timestamp associated with the change is displayed.



View tracked changes

- To view changes based on authors and elements, enable the Track Changes toolbar using View > Track Changes Toolbar. Use the options in the Changes By and In Elements menu to view changes based on author and to specific elements.

Changes By

Only those changes made by the selected user are displayed. The color used to mark changes made by other collaborators is hidden.

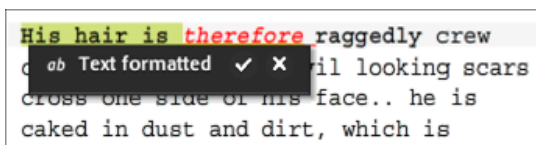
In Elements

Only those changes related to the selected elements (Scene Heading, Action, Dialogs) are displayed.

When you choose the dialog for a character in the menu, changes in the Dialog element for that character are used to display changes. Changes to the Parenthetical element are not considered.

You can use the two menus as a combination. For example, you can choose to view changes made by an author, say John, to the Action element in a script. Only those changes made by John pertaining to Action element are displayed.

- Rows or paragraphs containing changes are highlighted with a gray background.
- To detect text and paragraphs with only formatting changes, move your mouse over the text or paragraph. The words "Text Formatted"/"Paragraph Formatted" appear in the tool tip. Author and timestamp info is not displayed for text and paragraphs with only formatting changes.



View formatted text

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Navigate among changed text

Available for: Adobe Story Plus

Perform one of the following steps.

- Select View > Track Changes Toolbar to view the toolbar. Use the options in the toolbar to navigate among changes in the document.

Note: The options to navigate among changes are enabled only after the first change to the document.

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Accept/Reject changes to text

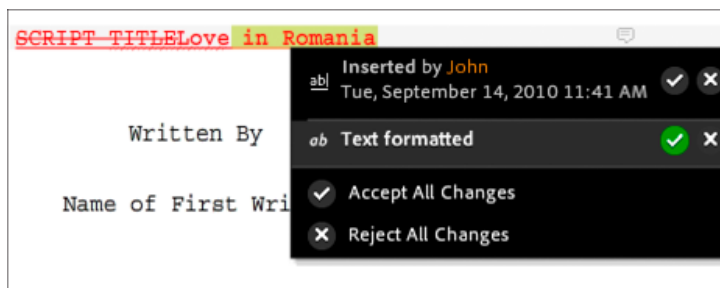
Available for: Adobe Story Plus

When you accept changes, the latest change to the content is retained. All markup is removed. When you reject a change, the initial state of the content is retained. Changes to the initial content, including any markup, are removed.

Multiple formatting changes applied to a chunk of text is treated as a single change. When you reject a change in this case, all the applied formatting changes are rejected. For example, if you have applied the Bold and Italic style to a piece of text, rejecting the change removes both the applied style formats.

Perform one of the following steps to accept/reject changes.

- Select View > Track Changes Toolbar. Use the options in the toolbar to navigate among changes in the document, and to accept or reject them.
- Move your mouse over the changed text. Use the Accept/Reject options in the tooltip to accept or reject the change. The options vary based on the type, and the number of changes.



Tool tip displaying the accept and reject options for changed content

- To accept a change, click within the changed text, and select Review > Accept Change. To accept all changes to a document, select Review > Accept All Changes.
- To reject a change, click within the changed text, and select Review > Reject Change. To reject all changes to a document, select Review > Reject All Changes.

Note: The options to accept or reject changes are enabled only after the first change to the document.

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View content without track changes (markup)

Available for: Adobe Story Plus

Perform one of the following steps.

- Select View > Track Changes Toolbar. To see how a document would look if you accepted all changes, select Show Final. To see how a document would look if you rejected all changes, select Show Original.
- To see how a document would look if you accepted all changes, select Review > Show Final. To see how a document would look if you rejected all changes, select Review > Show Original.

note: You cannot edit a document in the Show Original or Show Final views.

The markup text is hidden in both the cases, and the visible content is displayed as normal text.

Adobe also recommends

- [Creating document versions](#)



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Tagging

Tagging overview

Tagging use cases

Tagging methods

Scene-level tagging lets you perform effective scene breakdown and leverage the resulting insight for scheduling, budgeting and planning the usage of resources. You can create and manage tags; and then specify *tag items*, which are the values for those tags. For example, you can specify *typewriter* as the tag item for the tag *prop*.

In addition to managing tags at a scene level, you can also tag words and phrases in your scripts automatically or manually. The selected words are automatically added at the scene level as tag items for the tag that you select. Tags and tag items may have one-to-many or many-to-one relationships. For example, the words *typewriter*, *telephone*, and *umbrella* in a script can be tagged as *prop*.

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Tagging use cases

- You can export tagging information from a script in the CSV format. Later, you can work offline on the CSV file.
- Tagging information flows into different Story reports, such as Bible, Detailed Running Order, and Shooting Schedule.
- Tagging information flows into the schedule, facilitating planning and decision making processes.

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Tagging methods

You can tag scripts using one or more of the following approaches:

- Scene-level tagging wherein you define tag-items for the available tags
- Auto-tagging to let Adobe Story detect essential tag-items in your document and tag them accordingly. Essential elements can include CGI, location, props, music, and so on. Among scene elements, only the action, parenthetical, and general elements are auto tagged.

Autotagging is available only for users working in the EN_US and EN_GB locales.

- Manual tagging of words and phrases

Adobe also recommends

- [Reports](#)



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Tag lists and tag item lists

Create tag lists and tag item lists

You can define tag lists that can be reused across multiple projects. If a document doesn't have local tags or a tag list associated with it, the default list of tags becomes available for your use and customization. If a tag list is applied to a document that already has some script-level local tags, you can validate and add these tags to the tag list.

You can also define and manage tag-item lists for quick reuse across multiple projects. These lists are suggested to you as autocomplete options when you specify tag items for a tag.

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Create tag lists and tag item lists

To create a tag list or tag item list, follow these steps:

1. In the Story Projects view, click Manage Lists.
2. Click Create New in the Tag List or Tag Item List area.
3. Enter a list title.
4. Click Create New to add a new tag/tag item.
5. Enter the name of the tag/tag item in the Title box.
6. *(Only for tag lists)* If necessary, specify a color that you want associated words/phrases in the project to be displayed in.
7. Click OK.



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Tagging panel

[View tagging panel](#)

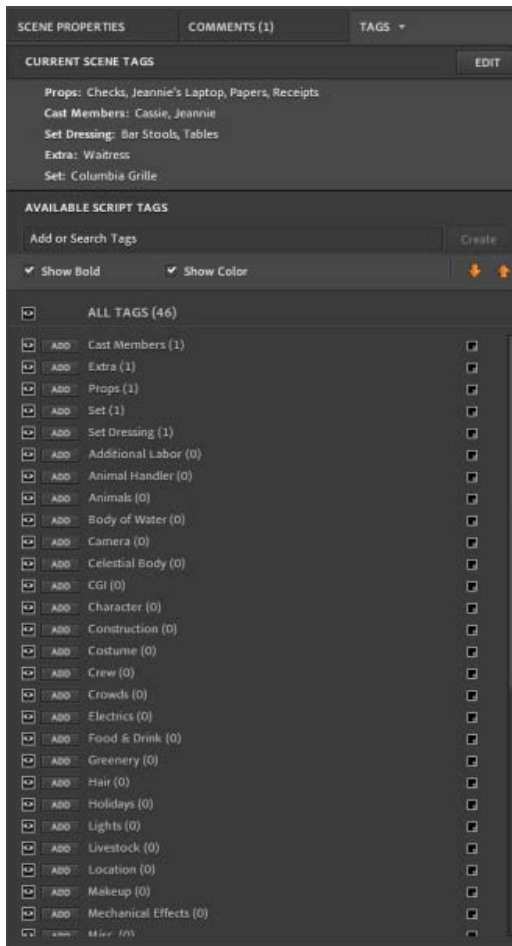
[Add/delete tags](#)

[Manage tag-items at a scene level](#)

[Manage word/phrase-level tagging](#)

The list of available tags is displayed in the Tagging panel. Tags in use in the current scene are listed in the Current Scene Tags area of the Tagging Panel. Further, you define and validate scene-level tags in the Tagging panel.

The tagging panel also helps you manually tag words and phrases, and provides you with options to display tagged words and phrases.



The tagging panel

Note: Tags in omitted scenes are not listed in the Tagging panel.

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View tagging panel

- In the Authoring view, select View > Tagging Panel.

Tags in use in the document are listed at the top in alphabetical order. Unused tags are listed below them in alphabetical order. The frequency occurrence of the tag in the scene is mentioned next to the tag name.

Add/delete tags

You can add/delete tags directly to the Tagging panel only if a tag list is not assigned to the project. Do the following to create a tag:

1. Enter the name of the tag in the field in the tagging panel.
2. Click Create.

Tip: To remove a tag, simply click the X icon next to it in the All Tags list.

note: When no tag list is associated, changes to the tags in the tagging panel affect only the script being edited. When you open a new script, the original tag list is displayed.

If a tag list is assigned to the project, follow these steps instead:

1. Select Edit > Tag List.
2. Modify the tag list.
3. Click OK.

Manage tag-items at a scene level

Add tag items

1. In the Tagging panel, click Edit.
2. Select a tag from the list. This is the tag to which you'll add tag items.
3. Start entering tag items in the text field. Story will autocomplete your entries if a tag item list is associated with the project.
4. Click Add.
5. Repeat steps 2-3 to add more tag items.
6. Click Close to dismiss the dialog box.

Remove tag items

1. In the Tagging panel, click Edit.
2. Expand a tag to view the tag items associated with it.
3. Select a tag item and click X next to it.

note: To delete all tag items from the current scene, click *Remove All Tags*.

4. Click Close to dismiss the dialog box.

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Manage word/phrase-level tagging

Word- or phrase-level tag items for available tags are automatically added as scene-level tag items.

Perform word/phrase-level autotagging

Note: Autotagging is available only for users working in the *EN_US* and *EN_GB* locales.

Ensure that you are online before you auto-tag a script. You cannot auto-tag scripts in the offline mode.

1. Select File > Tagging > Start Autotagging. Alternatively use the options menu in the tagging panel.
2. Click Start Auto Tagging in the Start Autotagging dialog box.

The script is locked, and you cannot edit the script until autotagging is complete. A message appears in the status bar informing you that autotagging is in progress when you try to edit the document.

Closing or deleting a script for which you have initiated the tagging process does not stop autotagging. When you open the document later, the tags are displayed in the document if autotagging is complete.

A confirmation message appears after auto-tagging is complete. The time to complete auto-tagging depends on the length of the script, and the load on the server.

Words in a document that are tagged appear bold if the Bold option is enabled in the tagging panel. Also, the Current Scene Tags area in the Tagging panel is automatically updated. When you hover the mouse over a tagged word or phrase, the tag information is displayed.

Note: After auto tagging, if Adobe Story finds elements in your script that map to the deleted tags, you are prompted to restore the tags. Click Yes in the Add To Taglist dialog if you want Adobe Story to restore the deleted tags and use them for tagging. If you select No, elements corresponding to the deleted tags are not auto tagged.

Manually tag words or phrases

1. In the Authoring view, select View > Tagging Panel.
2. Select the word or phrase that you want to tag. If a word or phrase has been tagged previously, the new tag is appended to the tag list for the word or phrase.
3. In the Add Tag Items dialog, select the tag to which you want to add the selected word as a tag item.
4. Click Add and then click Close to dismiss the dialog.
5. (Optional) Click the color palette icon, and choose a color for the selected tag. All words and phrases with the tag appear in the specified color. If you have applied multiple tags to a word or phrase, the color of the last applied tag is used. If you apply a tag to a word in a tagged phrase, the tag color is applied only to the word.

6. Do one of the following:

- Select Show In Bold if you want the tagged words or phrases to be displayed in bold.
- Select Show Color if you want Adobe Story to display the selected color for the tagged words or phrases. The color of the last applied tag is displayed.

You can tag a word or phrase with more than one tag. Repeat the procedure to add multiple tags to a word or phrase.

Note: You can tag a series of words. When you separately tag a word or phrase in group that has already been tagged, the tag is applied to the word only.

Find words/phrases with a specific tag

To search words or phrases with a specific tag, do the following:

1. Disable visibility for all tags using the global visibility icon in the tagging panel. Enable visibility for the tag that you want to search.

For example, to search words/phrases associated with the accessory tag, disable visibility of all tags using the global visibility icon. Then enable visibility for the accessory tag only.



When you drag a visibility box to other visibility boxes, the visibility status of the box is applied to boxes on which it is dragged.

2. Use the arrow icons in the tagging panel to navigate through the tags in the document. Only the visible tags are traversed.

Note: For a word with multiple tags, the focus stays on the word until all the tags have been traversed. With every click of the arrow button, the focus shifts to the next applied tag in the tagging panel.

View tags associated with a word or phrase

• Do one of the following

- Select the word or phrase. The tags associated with the word or phrase are highlighted in the Tagging panel. Scroll the tagging panel to view the associated tags.
- Move your mouse over the word or phrase. The tag information is displayed in the tool tip.
- Move the mouse over the word or phrase, press Control, and double-click (Cmd + double-click Mac OS®).

Remove tags

Remove tags applied to words or phrases

1. Move the mouse over the word or phrase, press Control, and double-click.
2. Click the Remove This Tag icon for the tag that you want to remove.
3. Click Close after you are done.

Alternatively, select the word or phrase that has been tagged. Its associated tags are highlighted in the Tagging panel. Click the tag in the tagging panel to remove the tag from the word or phrase.

Remove all tags

Removes all tags associated with words and phrases in a document.

- Select File > Tagging > Remove All Tags.


Remove all manual tags


All manual tags applied to words and phrases are removed. Removing manual tags does not affect the list in the tagging panel.

- Select File > Tagging > Remove Manual Tags.

Remove all auto tags

- Select File > Tagging > Remove Auto Tags.

 *When you create a schedule from a script containing tags, you can view tagging information by clicking open the Tagging panel in the Schedule view.*

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Validate and export tagging information

[Validate tags against a tag list](#)
[Export tagging information as CSV](#)

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Validate tags against a tag list

If your script contains some local script-level tags, you can validate these tags against an applied tag list and add them to it. Do the following:

1. Select Edit > Validate Tags.
2. In the New Tags dialog, deselect the tags that you don't want to merge with the tag list. Click Add.
3. In the Add Tags to <Tag List> dialog, click Add to commit the changes.

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Export tagging information as CSV

1. Select Production > Breakdown Reports > Tag.
2. In the Generate Tag Report dialog, deselect the tags that you don't want to export.
3. Click Generate.
4. Choose the location where you want to save the CSV file and click Save.



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Integration with Creative Suite

Metadata in Adobe Story

[Adding metadata](#)

[Uses of metadata in the workflow](#)

[Export production metadata to the DPT format](#)

In Adobe Story, metadata implies essential elements in the script's formatting that identify new scenes, characters, production notes, dialogue, and so on. The metadata is captured in the ASTX file during export.

Information in scripts is automatically transformed into relevant metadata when you export a script as an ASTX file. In Premiere® Pro, metadata can be leveraged to find relevant content, and improve the accuracy of speech-to-text. Other software in the suite such as Adobe® Media Encoder can use metadata to create searchable, engaging experiences for the audience.

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Adding metadata

Metadata in the Adobe Story script can be supplemented automatically or manually by other software.

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Uses of metadata in the workflow

In the script-to-screen workflow, metadata helps automate a number of time-consuming, yet essential processes.

Production

- Manage and locate your media assets throughout the production process. For example, when you search for the word "clap" in Premiere Pro, the movie clips containing clap in their metadata are displayed.
- Track crucial details, such as where a clip was shot, and the actors in the scene.

Editing

- Locate words in spoken dialogue using speech search in Premiere Pro. Speech Search helps you search within media assets to locate and jump immediately to keywords in spoken dialogue.

Note: *You can use this feature for languages supported by Adobe Story.*

Post-production

- Streamline searching for clips while you edit.

Playback (Flash, DVD, Web-DVD, blu-ray disc)

- Search video content quickly.

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Export production metadata to the DPT format

Available for: Adobe Story Plus customers

Beginning the April 2014 release, Story can export production metadata to the DPT format—the metadata file format standardized by The Digital Production Partnership.

To export Story production metadata to the DPT format, do the following:

1. In the Projects view, click **Reports** and from the popup menu, choose **Save As DPT > Production Data**.
2. Select the documents that you would need to include as part of production data and then click **Generate**.
3. Save the DPT file to your computer.



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Linking Adobe Story scripts with movie clips in Prelude

You can link movie clips in Prelude with Adobe Story scripts and then analyze the clips for greater speech-to-text conversion accuracy. Guided by the embedded script, Prelude performs the analysis using Adobe Media Encoder.

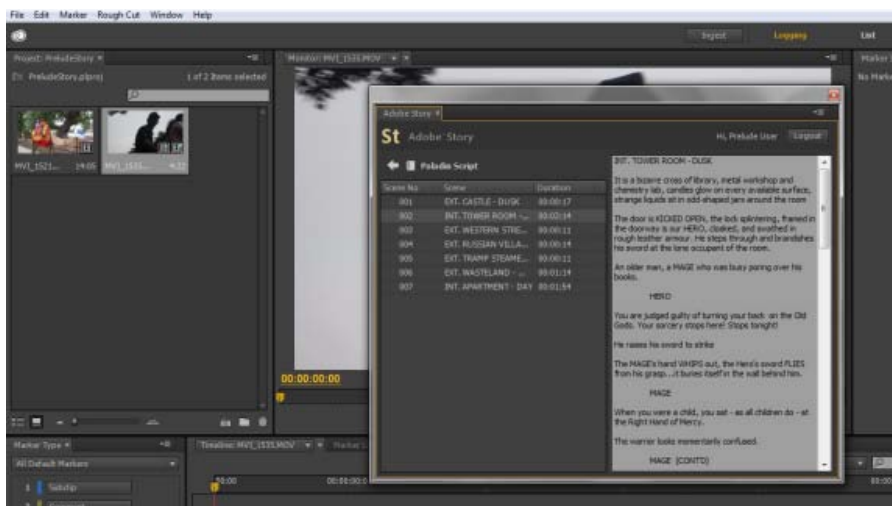
During the analysis, when enough matches with the embedded script are found, the analyzed speech text is replaced with the embedded script text. Correct spelling, proper names, and punctuation are carried over from the reference script during the replacement — benefits that standard speech analysis cannot provide.

After analysis, speech transcription markers appear on the clip. You can search for individual words in the Project panel to filter clips containing that metadata. You can also search an open clip using the search box in the Timeline or Marker List panels.

After you export to Adobe Premiere Pro, the speech to text markers are displayed in the Analysis text section of the Metadata panel in Premiere Pro.

Note: This workflow is available only for TV and film scripts in Story. Other types of scripts are not visible in Prelude.

1. Select Window > Adobe Story.
2. Log in to Adobe Story using your Adobe ID credentials.
3. Open the script containing scenes to be associated with the movie clips in Prelude.
4. Select a scene from the script and drag it to the movie clip in Prelude. After the script is linked, the badge for attached script appears on the clip.



5. Right-click the movie clip and select Analyze Content. The movie clip is sent to Adobe Media Encoder for analysis. Wait until the analysis is complete.
6. After analysis, speech to text markers appear on the timeline.

Open the Metadata panel using Window > Metadata. The metadata from the imported scene is displayed in the Script section of the panel.

💡 If necessary, you can associate multiple clips in Prelude with a scene in an Adobe Story script.

Clear script metadata from clips

- Right click the movie clip and select Clear Script Data.



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Adobe Premiere Pro Help / Cross-application workflows

Adobe Community Help



Applies to:

Adobe Premiere Pro

Contact support

Give feedback

[Edit a clip in its original application](#)

[Working with Photoshop and Premiere Pro](#)

[Copy between After Effects and Premiere Pro](#)

[Working with Adobe Premiere Pro and Adobe Flash](#)

[Working with Adobe Premiere Pro and Adobe SpeedGrade](#)

[Working with Adobe Story and Adobe Premiere Pro](#)

[Working with Encore and Premiere Pro](#)

[Show All](#)

You can use various other Adobe applications to enhance or modify the assets used in a Premiere Pro project. Also, you can use Premiere Pro to edit projects begun in other applications.

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Edit a clip in its original application

In Premiere Pro, the Edit Original command opens clips in the applications associated with their file types. You can edit clips in the associated applications. Premiere Pro automatically incorporates the changes into the current project without replacing files. Similarly, Premiere Pro sequences placed in other applications, such as Adobe After Effects can be opened with the host product's Edit Original command.

1. Select a clip in either the Project panel or Timeline panel.
2. Choose Edit > Edit Original.



You can export a movie from Premiere Pro with the data necessary for the Edit Original command. In the Export Movie Settings dialog box, choose Project from the Embedding options menu.

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Working with Photoshop and Premiere Pro

If you use Photoshop to create still images, you can use Premiere Pro to make them move and change. You can animate an entire image or any of its layers.

You can edit individual frames of video and image sequence files in Photoshop. In addition to using any Photoshop tool to edit and paint on video, you can also apply filters, masks, transformations, layers styles, and blending modes. You can paint using the Clone Stamp, Pattern Stamp, Healing Brush, or Spot Healing Brush. You can also edit video frames using the Patch tool.

In Photoshop, with the Clone Stamp, you can sample a frame from a video layer and paint with the sampled source onto another video frame. As you move to different target frames, the source frame changes relative to the frame from which you initially sampled.

After making edits, you can save the video as a PSD file, or you can render it as a QuickTime movie or image sequence. You can import any of these back into Premiere Pro for further editing.

If you use Premiere Pro to create movies, you can use Photoshop to refine the individual frames of those movies. In Photoshop, you can do any of the following:

- Remove unwanted visual elements.
- Draw on individual frames.
- Use the superior selection and masking tools to divide a frame into elements for animation or compositing.

Online resources for Premiere Pro and Photoshop workflow

- Franklin McMahaon provides a video tutorial that demonstrates creating a title in Photoshop for use in Premiere Pro [in this video tutorial from Layers Magazine](#).
- [This Premiere Pro tutorial video by Phil Hawkins at Infinite Skills](#) shows how to import files between Photoshop and Premiere Pro.
- Jarle Leirpoll shows how to automate production of lower thirds with Photoshop and Premiere Pro [in this article on the ProVideo Coalition website](#).

Comparative advantages for specific tasks

The strengths of Premiere Pro lie in its numerous video editing features. You can use it to combine Photoshop files with video clips, audio clips, and other assets. You can use the Photoshop files, for example, as titles, graphics, and masks.

In contrast, Photoshop has excellent tools for painting, drawing, and selecting portions of an image. The Photoshop Quick Selection tool and Magnetic Lasso tool make it easy to create a mask from a complex shape. Rather than hand-drawing a mask in Premiere Pro, consider doing this work in Photoshop. Similarly, if you are applying several paint strokes by hand to get rid of dust, consider using the Photoshop paint tools.

The animation and video features in Photoshop Extended include simple keyframe-based animation. Premiere Pro, however, provides quite a bit more keyframe control over various properties.

Exchanging still images

Premiere Pro can import and export still images in many formats. For greatest versatility, however, use the native Photoshop PSD format when transferring individual frames or still image sequences from Photoshop to Premiere Pro.

When you import a PSD file into Premiere Pro, you can choose whether to import it as a flattened image, or with its layers separate and intact.

It is often a good idea to prepare a still image in Photoshop before importing it into Premiere Pro. Examples of such preparation include correcting color, scaling, and cropping. It is often better to change a source image in Photoshop than to have Premiere Pro perform the same operation many times per second as it renders each frame for previews or final output.

In Photoshop, you can create a PSD document that is set up correctly for a specific video output type. From the New File dialog box, select a Film & Video preset. In Premiere Pro, you can create a PSD document that matches your composition and sequence settings. Choose File > New > Photoshop File.

Exchanging movies

You can no longer exchange PSD video files with Photoshop, however, you can render a movie directly from Photoshop and then import it back into Premiere Pro. For example, you can create a QuickTime movie from Photoshop that can then be imported into Premiere Pro.

Color

Premiere Pro works internally with colors in an RGB (red, green, blue) color space. If you want to edit video clips you create in Photoshop in Premiere Pro, create the clips in RGB.

If you want to broadcast the final movie it is best to ensure, in Photoshop, that the colors in your image are broadcast-safe. Assign the appropriate destination color space—for example, SDTV (Rec. 601)—to the document in Photoshop.

Create and edit Photoshop files

You can create a still Photoshop file that automatically inherits the pixel and frame aspect ratio settings of your Premiere Pro project. You can also edit any still image file in a Premiere Pro project in Photoshop.

Create a Photoshop file in a project

- Choose File > New > Photoshop File.

Photoshop opens with a new blank still image. The pixel dimensions match the project's video frame size, and image guides show the title-safe and action-safe areas for the project.

Edit a still image file in Photoshop

From within a project, you can open an image file in most formats that Adobe Photoshop supports. Premiere Pro does not import files in CMYK or LAB color formats.

1. Select a still-image clip in either the Project panel or Timeline panel.
2. Choose Edit > Edit In Adobe Photoshop.

The file opens in Photoshop. When you save the file, changes are available in the Premiere Pro project.


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Copy between After Effects and Premiere Pro

- From the After Effects Timeline panel, you can copy layers based on audio or video footage items (including solids) and paste them into the Adobe Premiere Pro Timeline panel.
- From the Adobe Premiere Pro Timeline panel, you can copy assets (any items in a track) and paste them into the After Effects Timeline panel.
- From either After Effects or Adobe Premiere Pro, you can copy and paste footage items to the other's Project panel.

note: You can't, however, paste footage items from the After Effects Project panel into the Adobe Premiere Pro Timeline panel.

If you want to work with all clips or a single sequence from an Adobe Premiere Pro project, use the Import command instead to import the project into After Effects.

 Use Adobe Dynamic Link to create dynamic links, without rendering, between new or existing compositions in After Effects and Adobe Premiere Pro. For more information, see [Adobe Dynamic Link](#).

Copy from After Effects to Adobe Premiere Pro

You can copy a layer based on a footage item from an After Effects composition and paste it into an Adobe Premiere Pro sequence. Adobe Premiere Pro converts these layers to clips in the sequence and copies the source footage item to its Project panel. If the layer contains an effect that is also used by Adobe Premiere Pro, Adobe Premiere Pro converts the effect and all of its settings and keyframes.

You can also copy nested compositions, Photoshop layers, solid-color layers, and audio layers. Adobe Premiere Pro converts nested compositions to nested sequences, and solid-color layers to color mattes. You cannot copy shape, text, camera, light, or adjustment layers to Adobe Premiere Pro.

1. Start Adobe Premiere Pro (you must start Adobe Premiere Pro before you copy the layer in After Effects).

2. Select a layer (or layers) from the After Effects Timeline panel.

Note: If you select multiple layers and the layers don't overlap in After Effects, they're placed on the same track in Adobe Premiere Pro. On the other hand, if the layers overlap in After Effects, the order in which you select them determines the order of their track placement in Adobe Premiere Pro. Each layer is placed on a separate track, and the last selected layer appears on Track 1. For example, if you select layers from top to bottom, the layers appear in the reverse order in Adobe Premiere Pro, with the bottom-most layer on Track 1.

3. Choose Edit > Copy.

4. In Adobe Premiere Pro, open a sequence in the Timeline panel.

5. Move the current-time indicator to the desired location, and choose either Edit > Paste or Edit > Paste Insert.

Results of pasting into Premiere Pro

When you paste a layer into an Adobe Premiere Pro sequence, keyframes, effects, and other properties in the copied layer are converted as follows:

After Effects item	Converted to in Adobe Premiere Pro	Notes

Audio volume property	Channel Volume filter	
Blending modes	Blending modes supported by Adobe Premiere Pro are converted	
Effect properties and keyframes	Effect properties and keyframes, if the effect also exists in Adobe Premiere Pro	Adobe Premiere Pro lists unsupported effects as offline in the Effect Controls panel. Some After Effects effects have the same names as those in Adobe Premiere Pro, but since they're actually different effects, they aren't converted.
Expressions	Not converted	
Layer markers	Clip markers	
Masks and mattes	Not converted	
Stereo Mixer effect	Channel Volume filter	
Time Remap property	Time Remapping effect	
Time Stretch property	Speed property	Speed and time stretch have an inverse relationship. For example, 200% stretch in After Effects converts to 50% speed in Adobe Premiere Pro.
Transform property values and keyframes	Motion or Opacity values and keyframes	The keyframe type—Bezier, Auto Bezier, Continuous Bezier, or Hold—is retained.
Source settings for R3D source files	Source settings for R3D source files	

Copy from Adobe Premiere Pro to After Effects

You can copy a video or audio asset from an Adobe Premiere Pro sequence and paste it into an After Effects composition. After Effects converts assets to layers and copies the source footage items into its Project panel. If the asset contains an effect that is also used by After Effects, After Effects converts the effect and all of its settings and keyframes.

You can copy color mattes, stills, nested sequences, and offline files, too. After Effects converts color mattes into solid-color layers and converts nested sequences into nested compositions. When you copy a Photoshop still image into After Effects, After Effects retains the Photoshop layer information. You cannot paste Adobe Premiere Pro titles into After

Effects, but you can paste text with attributes from the Adobe Premiere Titler into After Effects.

1. Select an asset from the Adobe Premiere Pro Timeline panel.
2. Choose Edit > Copy.
3. In After Effects, open a composition in the Timeline panel.
4. With the Timeline panel active, choose Edit > Paste. The asset appears as the topmost layer in the Timeline panel.

Note: To paste the asset at the current-time indicator, place the current-time indicator and press **Ctrl+Alt+V (Windows)** or **Command+Option+V (Mac OS)**.

Results of pasting into After Effects

When you paste an asset into an After Effects composition, keyframes, effects, and other properties in a copied asset are converted as follows:

Adobe Premiere Pro asset	Converted to in After Effects	Notes
Audio track	Audio layers	Audio tracks that are either 5.1 surround or greater than 16-bit aren't supported. Mono and stereo audio tracks are imported as one or two layers.
Bars and tone	Not converted	
Blending modes	Converted	
Clip marker	Layer marker	
Color mattes	Solid-color layers	
Crop filter	Mask layer	
Frame Hold	Time Remap property	
Motion or Opacity values and keyframes	Transform property values and keyframes	Keyframe type—Bezier, Auto Bezier, Continuous Bezier, or Hold—is retained.
Sequence marker	Markers on a new solid-color layer	To copy sequence markers, you must either copy the sequence itself or import the entire Adobe Premiere Pro project as a composition.

Speed property	Time Stretch property	Speed and time stretch have an inverse relationship. For example, 50% speed in Adobe Premiere Pro is converted to 200% stretch in After Effects.
Time Remapping effect	Time Remap property	
Titles	Not converted	
Universal counting leaders	Not converted	
Video and audio transitions	Opacity keyframes (Cross dissolve only) or solid-color layers	
Video effect properties and keyframes	Effect properties and keyframes, if the effect also exists in After Effects	After Effects doesn't display unsupported effects in the Effect Controls panel.
Volume and Channel Volume audio filters	Stereo mixer effect	Other audio filters are not converted.
Source settings for R3D source files	Source settings for R3D source files	

Note: When you import a Premiere Pro project into After Effects, features are converted in the same manner as they are converted when copying from Premiere Pro to After Effects.

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Working with Adobe Premiere Pro and Adobe Flash

Adobe Premiere Pro is a professional tool for editing video. If you use Adobe Flash Professional to design interactive content for websites or mobile devices, you can use Adobe Premiere Pro to edit the movies for those projects. Adobe Premiere Pro gives you professional tools for frame-accurate video editing, including tools for optimizing video files for playback on computer screens and mobile devices.

Adobe Flash Professional is a tool for incorporating video footage into presentations for the web and mobile devices. Adobe Flash offers technological and creative benefits that let you fuse video with data, graphics, sound, and interactive control. The FLV and F4V formats let you put video on a web page in a format that almost anyone can view.

You can export FLV and F4V files from Adobe Premiere Pro. You can embed those files into interactive websites or applications for mobile devices with Adobe Flash. Adobe Flash can import sequence markers you add in an Adobe Premiere Pro sequence as cue points. You can use these cue points to trigger events in SWF files on playback.

If you export video files in other standard formats, Adobe Flash can encode your videos within rich media applications. Adobe Flash uses the latest compression technologies to deliver the greatest quality possible at small file sizes.

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Working with Adobe Premiere Pro and Adobe SpeedGrade

Adobe SpeedGrade is a color grading application that brings advanced color-grading capabilities to your footage.

You can color grade a Premiere Pro project directly in SpeedGrade using the Direct-Link feature. Or you can use a roundtrip workflow to send your video sequences from Premiere Pro to SpeedGrade for color grading, and bring them back to Premiere Pro.

For more information, see [Working with Adobe SpeedGrade](#).

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Working with Adobe Story and Adobe Premiere Pro

Script-based video editing with Story

Learn a quick and easy way to connect scripts from Adobe Story with video clips using the Adobe Story panel in Premiere Pro.



by [Maxim Jago](#)
<http://www.123training.co...>



PLEASE UPGRADE FLASH

To view this content, you need the latest version of the Flash Player. Adobe TV uses the Open Source Media

Maxim Jago is an Adobe Master Trainer, editor, and presenter, specializing in Adobe Digital Video applications

[Contribute your expertise to Adobe Community Help](#)

The Adobe Story panel in Premiere Pro CC lets you import scripts created in Adobe Story, along with associated metadata to guide your editing.

From within the Adobe Story panel, you can access all the scripts you have in your Story account.

To open the Adobe Story panel from within Premiere Pro, select Window > Adobe Story.

You can quickly navigate to specific scenes, locations, dialogue, and characters as you work. You can use Speech To Text search to find the clips you need and edit the script within the Premiere Pro editing environment.

You can also attach an Adobe Story scene directly to clips in Premiere Pro by following these steps:

1. Select Window > Adobe Story to open the Adobe Story panel from within Premiere Pro.

2. Drag the scene that you want to attach from the Adobe Story panel and drop it on the required clip in the Project panel.

For an overview of all the features in Adobe Story, [see this video](#).

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Working with Encore and Premiere Pro

Note: To use Encore CS6 with Premiere Pro CC, see the following resources:

- [Installing Premiere Pro CC and Encore CS6](#)
- [Using Encore CS6 with Premiere Pro CC](#)
- [Encore CS6 not installed with Creative Cloud](#)

Using Adobe Encore CS6 and Adobe Premiere Pro, you can burn a single sequence to DVD or Blu-ray Disc. You can burn each sequence in your project to a separate DVD or Blu-ray Disc. First, add all the content you want to include on a disc into a sequence. After you edit the sequence, perform the following tasks:

Add Encore chapter markers

You can add Encore chapter markers in a Adobe Premiere Pro sequence. You can send the Encore chapter markers, along with the sequence to Encore.

In Encore, if you create an AutoPlay DVD, the Encore chapter markers become scene markers. When viewing the DVD, pressing the Previous button or Next button on the remote control skips backward or forward to the next of these markers. If you create a DVD or Blu-ray Disc with menus, you can link scene buttons on the menus to the Encore chapter markers.

Send to Encore or to an MPEG-2 file

You can send a whole sequence, or any portion of a sequence, from Adobe Premiere Pro to Encore. From Encore, you can burn the sequence directly to a DVD without menus, or add menus and buttons before burning. From Encore, you can export the project in any of the following forms:

- you can burn the project to disc,
- you can save the project to a DVD image file,
- you can save the project to a set of DVD folders,
- you can save the project to DVD master files on DLT tape.
- you can export the project to a SWF file for posting on the web.

Alternatively, using the MPEG2-DVD format, you can export a DVD-compliant MPEG-2 file from Adobe Premiere Pro. You can use the MPEG-2 file in most DVD-authoring applications.

Choose a menu template

Encore templates are predesigned menus that come in several styles. Buttons on the

templates automatically link to chapter markers placed in the sequence. Encore creates additional submenus as necessary to accommodate all the chapter markers in a sequence.

Note: *AutoPlay DVDs do not have menus. Do not choose a template for AutoPlay DVDs.*

Customize the menu template

Edit titles, change graphics, or add video for background in Encore. You can also use video in button thumbnails by specifying a section of a clip to play in the button.

Preview the disc

Check the functionality and the look of your DVD or Blu-ray Disc menus in the Preview DVD window.

Burn the disc

With a DVD or Blu-ray Disc burner installed or connected, you can burn your content to disc. You can save the compressed files to a folder for playback from a computer hard drive. You can also save an ISO image to distribute or burn to a DVD.

Note: *Encore creates DVDs that conform to DVD-video format. It does not create data or audio DVDs.*

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Working with Apple Final Cut Pro and Adobe Premiere Pro

You can import Final Cut Pro project XML files into Premiere Pro. For more information, see [Importing XML project files from Final Cut Pro](#). You can export Premiere Pro project files as Final Cut Pro XML files.

For more information, see [Export a Final Cut Pro project XML file](#).

For more information about workflows possible between Final Cut Pro and Premiere Pro, see [Open workflows with Final Cut Pro and Avid software](#).

Joost van der Hoeven provides a video tutorial on the [Adobe website](#) that demonstrates exchanging information between Final Cut Pro and Premiere Pro using XML projects.

 *Premiere Pro and Final Cut Pro 7 (and earlier) can share Final Cut Pro XML files for data exchange. To exchange information between Final Cut Pro X and Premiere Pro, you can use a third party tool called "Xto7." For more information on using this tool, see [here](#).*

See [this page](#) for several documents that make the transition from Final Cut Pro to Premiere Pro easier.

Note: *An exported XML file from Premiere Pro can be imported into some versions of Final Cut Express, as well.*

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Working with Avid Media Composer and Adobe Premiere Pro

For information about the workflows possible between Premiere Pro and Avid Media

Composer, see [Open workflows with Final Cut Pro and Avid software](#).

In this [video tutorial](#), Maxim Jago presents the round-tripping workflow with Avid Media Composer.

Adobe also recommends

- [Import 3D layers from Photoshop](#)
- [Export a still image](#)
- [Transferring and importing files](#)
- [Capturing content for DVD](#)
- [Importing assets from tapeless formats](#)
- [Exporting to DVD or Blu-ray Disc](#)



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Reports

Production reports

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Available for: Adobe Story Plus

You can generate reports projects/documents in projects to distribute script breakdown information with cast and crew. For example, an Artiste crossplot report lists all the sets where an actor/artist is needed across one or all the selected scripts in a project.

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Production reports from scripts

Available for: Adobe Story Plus

Following are the reports you can generate for one or more scripts:

Artiste crossplot	Lists all the sets where an actor/artist is needed across one or all the selected scripts in a project. This report is generally used by production secretary and crew. In this report, NA signifies that a particular scene is not assigned a studio/location. A dash (-) next to an artist's name in a scene signifies that the character is not present in that scene.
Cast address list	Cast address list shows the cast list along with their address. The production team uses this report.
Cast list	Cast list lists the characters in order of appearance and is generally used for credits.
Character crossplot	Character crossplot shows the presence of characters in scenes per script or a project. Script secretary or production secretary uses this report.
Colorist	Colorist shows the day and time details of the scenes in story order and is used by a colorist or a DOP.
Costume continuity	Costume continuity lists the scenes in which the character is present in script/project. It is used for costume and make-up for production planning and continuity.
Running order	Running order lists the scene details of the script/project in story order. Cast and crew use this report.
Sets and locations	Sets and locations lists the scenes based on whether it is a studio or a location shot. First ADs use this report for scheduling and resource management.
Timings	Timings generates a table which lists scenes in story order

against which you can enter the shooting duration details for each scene. First ADs and script supervisors use this report to estimate the shooting time for a production.

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Production reports from a schedule

Available for: Adobe Story Plus

You can generate the following reports from the scheduler:

Calls	Call sheets contain schedule for actor/artist required for the production. It is generally used by script supervisors, production secretaries, artists, costume & make up departments.
Camera cards	Lists all the shots, in the shooting order for each cameraman has to shoot. If the shot number is disabled in the script, the shot shows up in the report without a number. You cannot reorder the shots within a scene.
Schedule dates crossplot	This report lists the number of scenes for each actor/artist on a shooting day. Production secretaries and crew use this report.
Shooting Schedule	Shooting schedule lists the scenes to be shot per day and used by the Director, First ADs, script supervisors and crew.
Shooting order script	Shooting order script is a compilation of scenes in the order that they were displayed in a schedule. Once you have created a schedule and sorted it, such as according to the set, characters, or time of the day, you can create a script in shooting order. While creating this script, you can specify if you want to include Location scenes only, Studio scenes only, or both in the script. You can then distribute the script in shooting order to the production staff and crew for reference.

In addition, you can generate the Studio Recording Order report using the Shooting Order Script report:

Studio recording order	Studio recording order lists the details of studio scenes in shooting order along with shot information and is generally used by the director, First ADs, script supervisors and crew.
------------------------	--

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Generate a report from one or more scripts

Available for: Adobe Story Plus

You can generate a report from one or more scripts.

1. In the Projects view or Author view, select  (Reports)

2. In the Reports dialog, do the following and click Generate:

- a. Select the type of the report.
- b. If you are generating the report from the Projects view, select the scripts to include in the report.
- c. To display the report, select View report on creation.

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Generate a report from one or more scripts or a schedule


Available for: Adobe Story Plus

You can generate a report from a script, schedule, or multiple scripts/schedules. When you are generating a report from the Projects view, you can include:

- One or more scripts for a scripting report
- One schedule for a scheduling report

1. Do one of the following:

a. In a schedule, select  (Reports).

b. In a script, select .

c. In the Projects view, select .

2. In the Reports dialog, do the following and click Generate:

- a. Select the type of the report.
- b. If you are generating the report from the Projects view, select the scripts/schedule to be included in the report.
- c. If you are generating a report from a schedule, select Location / Studio. Select Location only to include the strips that have locations specified for them. Select Studio only to include the strips that are shot in the studio. Select Location & Studio to include all the strips in the schedule, including scenes for which studio or location is not specified. (These options are available for Calls, Schedule Dates Crossplot, and Shooting Schedule reports.)
- d. To display the report, select View report on creation.

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Copy paste from a report

Available for: Adobe Story Plus

You can copy and paste content from a report to another report or to an MS Word® document. Once pasted, the formatting and layout of the

Camera cards reports

Available for: Adobe Story Plus

Story can generate Camera Cards report for all the cameras. While generating this report, specify if you want to generate the report for all the cameras or for a particular camera.

Create camera card report

Available for: Adobe Story Plus

1. Do one of the following:
 - a. In the projects view, click (Reports).
 - b. In the schedule view, click (Reports).
2. In the Reports dialog, do the following and click Generate:
 - a. Specify If you want to create report for all the cameras or specify a particular camera number for which to create the report.
 - b. If you want to include videotape element occurrences in the report, select Include VTs.
 - c. If you are generating report from the project view, select Select All Documents or one of the schedules. Report cannot be created from more than one schedule.
 - d. If you want to generate camera cards only for a specific day in the schedule, set the Day Number or Date options in the Select Day area.
 - e. If you want to create camera cards only for location scenes or studio scenes, select the appropriate option in the Select Location/Studio area.

Note: You can create Camera Cards report with vision beats/bars as a separate column. See this topic.

Generate the Camera Cards report from a script/Shooting Order script

Available for: Adobe Story Plus customers

In addition to schedules, camera cards can now be generated from the shooting order script and from the source scripts. The shot numbering schemes for the reports are as follows:

- **Camera Cards [Script]:** The camera shot numbers are the same as the camera shot numbers in the source script.
- **Camera Cards [Schedule]:** Numbering is sequential and is based on the order of scenes in the schedule. Proper numbering is applied to sub-shots and shots with no camera shot number.
- **Camera Cards [Shooting Order Script]:** The camera shot numbers are the same as the camera shot numbers in the shooting order script.

Column resize in the report

Available for: Adobe Story Plus

Now you can resize the columns in a report using drag-and-drop.

While you are dragging the column boundary, Story displays the readjusted width of the column in inches. For reports that extend beyond one page, adjusting the column width in one page changes the column width on all the pages.

Resize columns

Available for: Adobe Story Plus

- Hover the mouse over a column boundary. When the cursor changes in shape, right-click and drag the boundary to readjust the column width.

Refresh reports

Available for: Adobe Story Plus

You can refresh your reports to include the changes made to the source documents of a report. When you refresh a report, the pre-refresh contents of the reports are saved as a version in the history.

Refresh a report

Available for: Adobe Story Plus

After you edit one or more source documents of a report, complete the following steps to update the report.

- In the report view, click the Refresh icon.

Export reports to HTM

Available for: Adobe Story Plus

Now you can export the reports to an MS® Word compatible .htm format. Due to template-related changes, you can use this option only for reports generated after this feature is made available.

Export a report to HTM

Available for: Adobe Story Plus

1. In a report, select File > Export As > HTM - MS® Word Compatible (.htm) and save the report to your computer.
2. Right click the file and choose to open the file with MS® Word. For best results, view the report file in the Print Layout mode.
You can manipulate the report just like any other word document. The column resize option works for individual pages only and not for the whole report.



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Breakdown reports

Create breakdown reports

Available for: Adobe Story Plus

Breaking down a script is the process of capturing production elements required for a scene in a breakdown sheet. In Adobe® Story, elements such as location, character, and dialog are used to generate breakdown reports. The automated generation of reports helps reduce manual effort and minimize errors.

Breakdown reports exported from Adobe Story are in the comma-separated values (CSV) format. Use a spreadsheet application that supports CSV, such as Microsoft Excel, to open the CSV file.

You can generate customized reports for various members of the crew from the CSV file using the spreadsheet application. For example, a report containing actors, scene numbers, and dialogues required for a shot help production personnel plan effectively. Actors can be provided with a list of scenes that require their presence, and the dialogues for those scenes.

The following reports can be generated in Adobe Story.

Report Name	Elements in the report
Scene	Scene number, Scene heading, Location, Time of day, Setting, Scene duration, Page number, Characters
Location	Location, Scene number, Shot number, Setting, Time of day, Scene duration, Shot duration, Characters, Page Numbers
Character	Character, Scene number, Scene heading, Dialog
Cast	Character, Total Dialogs, Speaking scenes (total)
Statistics	Elements, Number of occurrences (of the element), Total scenes, Total words, Total pages
Comments	Comment number, Comment, Commenter, Scene number, Page number
Shot	Shot number, Scene number, Setting, Location, Shot type, Camera number, Camera movement, Shot duration (in secs), Time of day, Character, Page number.
Tag	Tag occurrences, Tags, Page Number, Scene Number, Tagged Item, Scene Heading.
Custom report	Select elements that you want captured in your report.

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Create breakdown reports

Available for: Adobe Story Plus

Note: Scene numbers, shot numbers, and shot duration are displayed only if you have enabled them in your script.

1. Select Production > Breakdown Reports.

2. Select the type of report you want to generate from the menu.

3. Save the report to a location on your computer.

For tracked documents, Adobe Story uses the Show As Final mode when generating breakdown reports.

Create custom breakdown reports

Available for: Adobe Story Plus

You can create a custom report by selecting elements you want listed in your report. Apart from elements, you can also choose special items such as tags, page number, and word count. The word count corresponds to the total number of words in the document.

1. Select Production > Breakdown Reports > Custom Report.
2. In the Custom Breakdown Report dialog, select the items that you want to capture in the report.
3. Click Create.

If you select *Split Scene Heading*, Adobe Story captures the three parts of a scene heading (INT/EXT, Location, Time of Day) as separate Adobe Columns in the report.

If you select *Shot duration*, two columns corresponding to Shot duration and Running time are created in the report.



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Scheduling

Scheduling overview

Available for: Adobe Story Plus

Scheduling involves grouping scenes based on the day of their shooting and listing resources required for those scenes. The scenes that you choose can belong to the same script or different scripts.

When you select scenes or scripts in Adobe Story for scheduling, Adobe Story automatically creates a schedule using information in those scripts. You can later edit the schedule according to your requirements.

Once you have created a schedule, you can do the following and more:

- **Add breaks\banners to a schedule:** You can add one or more day breaks\banners to a schedule. A day break marks the end of the day in a schedule. A day break also collates and displays the total number of pages in the scenes until that break. The number of pages gives you an idea of the volume of the script to be covered before or after the break. A banner is any break apart from an end of day break, such as a lunch break.
- **Color:** You can create presets and highlight the scenes that have a particular value/combination of values for Studio/Location, INT/EXT, and Day/ Night. For example, in a schedule, you can create a preset and highlight all scenes to shoot in the studio in the daytime.
- **Sort schedule:** You can sort a schedule based on values in one or more fields of a schedule, such as by Script (A-Z), Studio/Location (A-Z), and Scene (Ascending: 001, 002, etc.).
- **Split schedule:** You can split a schedule into two schedules. You can select a scene where you want to split a schedule and split the schedule into two schedules. Or you can split a schedule based on studio/location.
- **Show/hide columns:** You can selectively display columns in a schedule. Story does not allow you to hide all the columns in a schedule. At least one column remains visible.
- **Save a schedule to disk:** You can save a schedule to disk. The saved schedule file takes a .stdoc extension. Also, you can import (open) a saved schedule file.
- **Export the Schedule as CSV:** You can export visible or all columns in a schedule as a CSV (comma-separated values) file. Use a spreadsheet application that supports CSV, such as Microsoft Excel, to open the CSV file.
- **Save versions of a schedule:** You can save one or more versions of a schedule on the server. You can open a saved version of a schedule in the history.
- **Create a script in shooting order:** Script in shooting order is a compilation of scenes in the order that they were displayed in a schedule. Once you have created a schedule sorted it, such as according to the set, characters, or time of the day, you can create a script in shooting order. You can then distribute the script in shooting order to the production staff and crew for reference.



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Create schedule

Available for: Adobe Story Plus

1. Do one of the following based on your current view:

- In the Projects view, click New.
- In the Authoring view, select File > New.


2. In the Create New Document dialog, select Schedule from the type menu.

3. Enter a title for the schedule, and click Create.

4. Select one or more scripts for which you want to create the schedule. Use Shift-click to select scripts in a sequence or Ctrl-click to select multiple, non-contiguous scripts.

5. If you have selected just one script, you can select the scenes that you want to schedule. Use Shift-click to select scenes in a sequence or Ctrl-click to select multiple, non-contiguous scenes. If you select a block of scripts (multiple scripts), Story creates the schedule for all the scenes in the selected scripts. If you do not select any scenes in a script, Story creates a schedule using all the scenes in the selected script.

6. Click OK to generate the schedule.

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Day breaks

Add breaks to schedule

Choose between Start of Day and End of Day breaks

Available for: Adobe Story Plus

For schedules, you can choose to have either end-of-day breaks or start of day breaks. A day break marks the end of the day or start of a day in a schedule. A day break also collates and displays the total number of pages in the scenes for a day. The number of pages gives you an idea of the volume of the script to cover in a day. A banner is any break apart from an end-of-day break, such as a lunch break.

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Add breaks to schedule

Available for: Adobe Story Plus

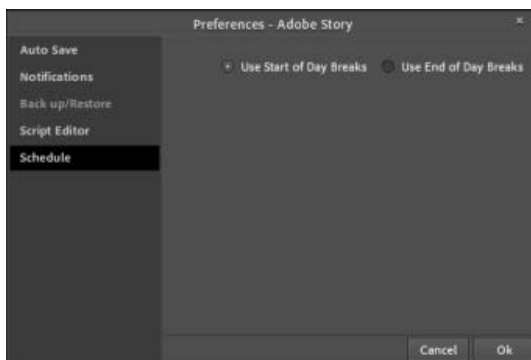
You can add one or more day breaks to a schedule. You can also add one or more banners to a schedule. A banner is any break apart from an end of day break, such as a lunch break.

1. In a schedule, do one of the following:
 - Select a row and click Add Break > Day Break. Story inserts a day break below the selected row. If you try to insert a day break relevant to a day that already has a day break, you get a warning. You can, however, choose to still insert such as break.
 - Select a row and click Add Break > Break. Story inserts a break below the selected row. Edit the title and duration of the break. The start time of the break is same as the end time of the last scene before the break.
 - Select a row and click Break > Banner. Story inserts a Banner below the selected row.
2. Repeat the process to insert more banners/day breaks/breaks.

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Choose between Start of Day and End of Day breaks

1. In the Projects view, select Preferences.
2. In the Preferences dialog, select Schedule. Select either Use Start of Day Breaks or End of Day Breaks.





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Information only banner

[Add information only banner](#)
[Remove information only banner](#)

Available for: Adobe Story Plus

You can add an information-only banner to a schedule to make announcements. An information-only banner supports text, including numeric, values.

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Add information only banner

Available for: Adobe Story Plus


1. In a schedule, select the row under which you want to add the banner.
2. Select Edit > Add Banner (No Duration).
3. Edit the banner info to add a message/announcement.

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Remove information only banner

Available for: Adobe Story Plus

To remove information only banner, click the cross at the right side in the banner.


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Showhide columns

Available for: Adobe Story Plus

You can selectively display columns in a schedule. Using this feature, you can hide the columns that have no content or are not required in a schedule. Story requires you to have at least one column visible in a schedule.

1. In a schedule, click  (Show/Hide columns) at the right corner of the column names.
2. Deselect column names to hide.
3. Select column names to display.



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Drag-and-drop scenes, breaks, day breaks, and banners

Available for: Adobe Story Plus

To rearrange a schedule, you can drag-and-drop the scenes, breaks, and banners in a schedule.

1. In a schedule, select one or more scenes, breaks, and banners. Use Shift-click to select scenes, breaks, and banners in a sequence or Ctrl-click to select multiple, non-contiguous scripts.
2. Drag-and-drop the selected scenes, breaks, and banners to the appropriate place in the schedule. You can also copy/cut and paste scenes, breaks, and banners to the appropriate locations in the schedule.



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Add a color setting

Available for: Adobe Story Plus

1. In a schedule, click Color.
2. In the pop-up menu, click Edit/Add Colors.
3. In the Edit Colors dialog, click Add New Color Setting.
4. Select the check box for the setting.
5. Select a color for the setting.
6. Specify values for Studio/Location, Scene Setting, and Time of day according to your requirements.
7. Click Apply to apply the setting to the schedule.



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Add scenes/scripts to a schedule

1. Open the schedule.
2. Select Edit > Add Scenes/Scripts.
3. Select the desired category and project.
4. Choose the script or scene that you want to add to the schedule. You can select multiple scripts or scenes if necessary.
5. Click OK.



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Auto calculation of shooting time in a schedule

Remove manual changes in the scene start time

Available for: Adobe Story Plus

Story helps you time the strips and days in a schedule.

When you enter scene start time (S. Start) and scene duration (S. Dur.) for a strip, Story calculates and displays the following:

1. The end time of the strip (S. End)
2. Start time and end time of the subsequent strips in the schedule until a day's break

To rearrange the schedule, you can drag-and-drop the strips up and down. Use Shift+click to select continuous strips. Use Ctrl+click to select multiple, non contiguous strips.

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Remove manual changes in the scene start time

Available for: Adobe Story Plus

By default, the start time (S. Start) of a strip is same as its previous strip's end time (S. End). You can manually change start time of a strip. To remove the manual changes, click Recalc.

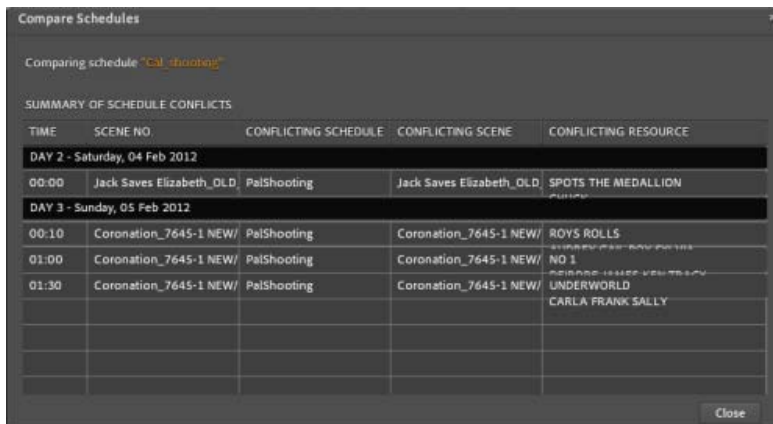


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Story allows you to compare two schedules and find out if any sets, characters, or (*optionally*) set groups are committed to both the schedules for the same time.

Compare two schedules



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Create schedule workspaces

Save a workspace

Apply a workspace to the current schedule

Apply document-level view settings to a schedule

Set a default workspace

Delete a schedule workspace

A schedule workspace is a set of view settings that you can reuse across schedules. These settings include:

- Column width
- Column sequence
- Column visibility—whether a column is hidden or visible
- Strip colors

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Save a workspace

1. In the Schedule view, adjust the column settings and strip colors.
2. Select View > Workspaces > Save Current Workspace.
3. In the Add New Workspace dialog, specify a name for the new workspace.
4. Click Yes.

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Apply a workspace to the current schedule

- In the Schedule view, select Workspaces > *[desired workspace name]*.

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Apply document-level view settings to a schedule

Instead of applying view settings from a workspace, you can also apply the settings saved in the schedule itself. Do the following:

1. Select View > Workspaces > Use Workspace From Document.

While workspaces are user-specific, multiple users can share and view settings stored at a document level.

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Set a default workspace

1. Select View > Workspaces > Manage Workspaces.

2. Select the desired workspace from the pop-up menu, select Default Workspace, and then click OK.

Note: To quickly set the current workspace as the default workspace, select View > Workspaces > Set Selected Workspace As Default.

 You can set document-level view settings as default by setting Use Workspace From Document as the default workspace.

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Delete a schedule workspace

1. In the Schedule view, select View > Workspaces > Manage Workspaces.

2. Select a workspace from the pop-up menu and click Delete.

3. Click OK.

Note: You cannot delete the default workspace.

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Print schedule

Print a schedule

Available for: Adobe Story Plus

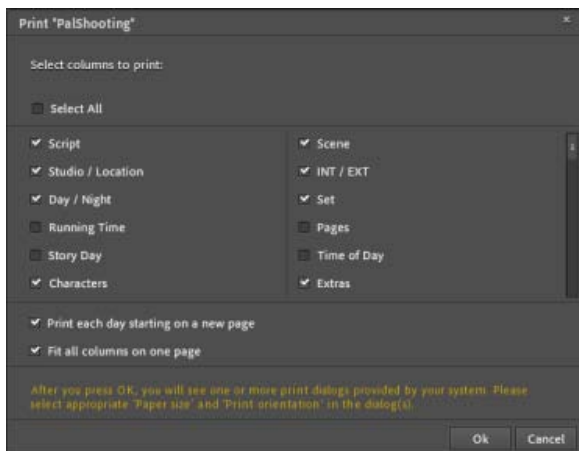
You can print a schedule to paper or PDF. While printing, you can choose to print day breaks on top of pages. You can choose to print specific columns and also choose to print each day starting on a new page.

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Print a schedule

Available for: Adobe Story Plus

1. In the schedule view, select File > Print.
2. In the Print dialog, do the following and click OK:



- a. Select the columns you want to print. By default, the columns displayed in the schedule view are selected.
 - b. Select Print each day starting on a new page. When you select this option, Adobe Story prints separate days' schedule on separate pages. Adobe Story prints the day breaks on bottom of the pages, starting each of the next days' schedule on new pages.
 - c. When you select Fit all columns on one page, all the columns are printed on one page but the rows extend to more than one page. If you do not select this option and there are too many columns to print in one page's width, Story uses multiple pages to print the columns. In such a case, Story prints all the rows for the columns that fit in a page and then prints rest of the columns. When you choose to print all the columns on the same page, select Landscape orientation(in the Printing Preferences dialog of the printer) for better readability.
3. In the Print dialog, select printer and other settings. To print a schedule to a PDF file, select the Adobe PDF printer. To print a schedule to a PDF, ensure that you have Adobe Acrobat X or a PDF printer driver installed.

For best results, print the reports in landscape, especially when you are printing all the columns on one page.



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Remove a script from the schedule

1. With the schedule open, select Edit > Remove Scripts.
2. In the dialog box that appears, select one or more scripts that you want to remove.
3. Click OK.



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Save schedule to disk as a file

[Save a schedule to disk](#)
[Open a schedule saved to disk](#)

Available for: Adobe Story Plus

You can save a schedule to disk as a file with a .stdoc extension. Once you have saved a schedule to disk, you can share the schedule with other users who import it into Adobe Story.

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Save a schedule to disk

Available for: Adobe Story Plus


1. In a schedule, select File > Save to Disk.
2. In the dialog box, specify the name and location of the script file and click Save. The file is saved with the extension .stdoc

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Open a schedule saved to disk

Available for: Adobe Story Plus

1. Do one of the following based on your current view:
 - In the Projects view, click Import.
 - In a Schedule view, click File > Import.
2. In the dialog box, select a schedule that you have saved to disk (.stdoc file).

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Save versions of a schedule

[Save a version of a schedule](#)

[View previous versions of a schedule](#)

[Save a copy of a schedule](#)

Available for: Adobe Story Plus

You can save versions of a schedule for backup. If necessary, you can view the available versions of a schedule and open a version for reference.

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Save a version of a schedule

Available for: Adobe Story Plus

1. In a schedule, select File > Save As.
2. Specify a title and description for the version.

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View previous versions of a schedule

Available for: Adobe Story Plus

Information about various versions of the schedule is displayed in the History panel. Information includes version number, author, and the time stamp. The content that you entered in the Comments section when versioning a document is displayed when you move your mouse over the Comment icon.

1. Select View > Show History. The History panel containing various versions of the schedule appears.
2. Double-click the version that you want to view. The version appears in Adobe Story.

Note: You can only view contents from previous versions. You cannot edit the content, or save file as a new version.

Delete schedule versions in the History panel (author only)

Available for: Adobe Story Plus

Click the delete (trash) icon to delete the corresponding schedule version. Version numbers of other versions are unaffected. The History panel is not displayed if you delete all versions of a document.

Note: You cannot delete the current version of a schedule.

Search schedule in the History panel

Available for: Adobe Story Plus

You can search schedule versions based on their version name, description, cast list, version number, created by, and time stamp. Enter text in the search box within the History panel. The relevant versions are displayed.

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Save a copy of a schedule

Available for: Adobe Story Plus

You can create a duplicate copy of a schedule.

1. In a schedule, select File > Save As.
2. Select Copy.
3. Specify a title for the copy.



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Schedule notes

Available for: Adobe Story Plus

You can add schedule notes to strip properties of a schedule. These notes are relevant to the strips.



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Schedule properties

[Edit schedule properties](#)

Available for: Adobe Story Plus

Story now has the following properties for schedules:

1. Schedule name
2. Schedule title
3. Week number

The values of these properties are displayed in the scheduling reports. For example:


- A shooting schedule report displays the week number in the header.
- Studio Recording Order report displays the Schedule name property's value in the episode number field.

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Edit schedule properties

Available for: Adobe Story Plus

1. In a schedule, select Edit > Schedule properties.
2. In the Schedule Properties dialog, enter the values for the following:
 - a. Schedule name: Enter a name of the schedule. Some reports display the value in this field as Episode number.
 - b. Schedule title: Enter a description for the schedule.
 - c. Week number: This is the week number in which the strips in the schedule are shot.

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Share a schedule

Available for: Adobe Story Plus

1. In the schedule, select File > Share.
2. In the Share Document dialog box, enter the e-mail address of the person with whom you are sharing the file.
3. Select a role for the person.
4. To add another person to the list, click below the current text menu.
5. If you want Adobe® Story to send an e-mail to users with whom you have shared the schedule, select Send E-mail Notification.
6. Click OK.



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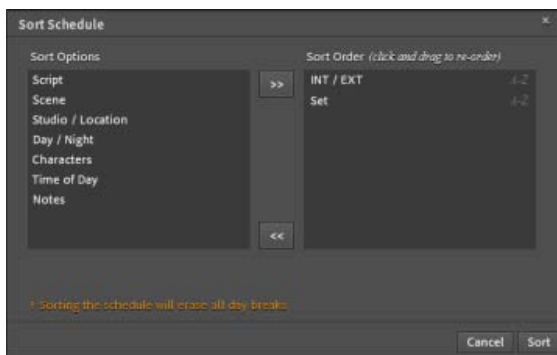
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Sort schedule

Available for: Adobe Story Plus


You can sort a schedule based on values in one or more fields, such as by Script (A-Z), Studio/Location (A-Z), and Scene (Ascending: 001, 002,).

1. In a schedule, click Sort.
2. In the Sort Schedule dialog, select the sort option that you want to add to the sort order and click the arrow icon. Alternatively, you can use drag-and-drop to move the options across the fields.



The Sort Schedule dialog

3. To decide the order of the sorting of scenes, drag-and-drop fields within Sort Order. Story sorts the schedule based on the top field first. The subsequent fields affect sorting if the first field's values are same. For example, if you select two fields, INT/EXT (top field in Sort Order) and Set, in Sort Order, the schedule is sorted showing all the rows with EXT first following by INT. Within the rows having same values for INT/EXT, the sorting is done according to the values in the Set field.
4. To retain day breaks in the schedule and sort within the day breaks, select MAINTAIN DAY BREAKS. If you do not select MAINTAIN DAY BREAKS, sorting removes the day breaks, banners, and breaks in the schedule.
5. Click Sort.

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Split scenes

Split a scene

Available for: Adobe Story Plus


In a schedule, if a scene is going to be shot across multiple days, you can split the scene.

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Split a scene

Available for: Adobe Story Plus

- Right-click a scene and from the pop-up menu, select Split Scene. The strip is split into two. You can further add notes, schedule notes to clarify that a scene is getting shot across multiple days.

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Split schedule

[Split a schedule at selection](#)
[Split a schedule by studio/loc](#)

Available for: Adobe Story Plus


Story allows you to split a schedule into two schedules. For example, when you have sorted a schedule according to Day / Night, you can split the schedule into two schedules, one with all the day scenes and the other with all the night scenes. Also, you can split a schedule by Studio\Location scenes also.

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Split a schedule at selection

Available for: Adobe Story Plus

Split at selection option splits a schedule into two at the selected strip. The selected strip is included in the first schedule.

1. In a schedule, select the scene at which you want to split the schedule.
2. Click Split  and select Split At Selection.
3. In the Split Schedule dialog, give the names to the two new schedules.
4. If you want to open the two schedules as new tabs, select Open Split Documents As New Tabs.
5. Click OK.

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Split a schedule by studio/loc

Available for: Adobe Story Plus

Split Studio\Loc option splits a schedule into two schedules: one with scenes where set is Studio and another where the set is Location. The scenes in the original schedule where sets are specified as STU/LOC or none are included in both the schedules.

- In a schedule, click Split  and select Split Studio/Loc.

You get two schedules with the original schedule's name suffixed with *_Split-A 1* and *_Split-B 1*. Split-A 1 includes all the scenes with set as Studio and Stu/Loc. Split-B 1 includes all the scenes with set as Location and Stu/Loc.

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Sync schedule

Sync schedule


Available for: Adobe Story Plus

You can retain some of the data in the schedule during the sync. You can select the properties to sync. The properties you do not select, are not synced and the data is retained in the schedule.

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Sync schedule

Available for: Adobe Story Plus

1. In the schedule, click  (Sync). The Sync Schedule dialog appears, listing changes only for the properties that you've chosen to view.
2. In the Sync Schedule dialog:
 - a. Select the appropriate added, deleted, and changed scenes to sync.
 - b. To sync tags, select Sync Tags.
3. To selectively sync properties of the added, deleted, and changed scenes:
 - a. Click Select Properties To Update.
 - b. In the Select Properties To Update dialog, select the appropriate properties.



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Use color settings to identify rows

Available for: Adobe Story Plus

You can identify rows with specific values for Studio/Location, Int./Ext., and Day/Night using color settings. You can also customize values for Studio/Location, Int./Ext., and Day/Night; and assign a color to the set. In addition to the three default color settings, you can add up to three more settings in the Assign Colors dialog to identify rows. The customized options are reflected in the Color menu. You can also customize colors for Day Breaks, Breaks, and Banners.

For example, you want to identify all rows that have to be shot outdoors in a studio at night. You create a color setting by setting the values Studio, EXT, Night for the options Studio/Location, Scene Setting, and Time of Day. You then choose a color for the preset. When you apply the color setting to a schedule, all rows that match the values in the preset are displayed in the specified color.

1. In a schedule, click Color.
2. In the menu, click one or more color settings. The rows with the matching field values get highlighted in the schedule with the selected color.



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View or edit schedules in story order

1. Open a schedule.

Note: If you're prompted to upgrade/synch the schedule with the current version of Story, click Yes.

2. In the Authoring view, select View > Story Order. The schedule is displayed in story order.

Note: While working with the schedule displayed in the story order, you may not be able to edit some of the fields available for editing in the shooting order view. Additionally, some of the operations available in the shooting order view are not available in the story order view.



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