

**Movie Forms Pro™ Interactive
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Welcome To Movie Forms Pro Interactive.

Movie Forms Pro Interactive

Movie Forms Pro Interactive is a compilation of standard production forms and signage used throughout the Motion Picture, Film and Video industries. Movie Forms Pro forms are designed to support all phases of production. From pre-production, production to post, Movie Forms Pro contains all the forms needed to do a professional job.

Register Your Software

To register your copy of Movie Forms Pro Interactive, log onto our website (www.movieformspro.com) and register your software. Registered users are entitled to technical support, special offers, and discounts from our dealer network.

Getting Started

Movie Forms Pro Interactive forms are .PDF files that are designed to work with Adobe Acrobat and Adobe Acrobat Reader. Also included on the Movie Forms Pro Interactive disc are (high resolution) 300dpi and (low resolution) 72dpi JPEG files plus PICT, and BMP files. This will allow you to print out the forms in many different software programs or convert the file types into other workable file formats. The JPEG, PICT, and BMP forms are not interactive.

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Movie Forms Pro Folder

It may be easier to create a Movie Forms Pro folder on your computer's hard drive and copy the Movie Forms Pro forms you will want to use onto the Movie Forms Pro folder.

Fill In / Print Out

To use the fill in and print out features in Movie Forms Pro Interactive, Adobe Acrobat or Adobe Acrobat Reader must be installed in your computer. There are free copies of Adobe Acrobat Reader on this disc or you can go to the Adobe website at <http://www.adobe.com> and download a free copy of Adobe Acrobat Reader. Once installed in your computer you can open, fill in and print any of Movie Forms Pro Interactive PDF forms.

USING MOVIE FORMS PRO FORMS

Using Non-Interactive or Interactive PDF Forms

A non-interactive PDF form must be printed in order to be filled in, while interactive PDF forms contain form fields you can fill in on-screen. You can print an interactive PDF form as you would a non-interactive form. If you are using Adobe Acrobat then you will be able to save your Movie Forms Pro forms with the on-screen information you have entered.

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You will not be able to save the information that you entered onto the Movie Forms Pro PDF form if you are using Adobe Acrobat Reader. Adobe Acrobat Reader does not have the capability to save the information entered onto the Movie Forms Pro forms. The Screensaver section has instructions on saving and printing forms directly off the computer screen.

Opening An Interactive PDF Form

Open the Movie Forms Pro disc from “Open” in the “File” menu OR double click on the Movie Forms Pro CD Rom icon. If you have a Movie Forms Pro folder on your hard drive then open the folder that contains the Movie Forms Pro forms. From the Movie Forms Pro disc or folder, open a Movie Forms Pro PDF folder that contains the forms you want to use.

Click onto a form and the form will open by defaulting to the Adobe Acrobat program on your computer. When you open any of the Movie Forms Pro Interactive PDF forms it will contain interactive form fields. Fill in the form fields by placing the mouse cursor over the form field or use the tab bar on the keyboard. Once the cursor is on the form field you can begin filling out the form field. If you have highlighted the form fields you will be able to locate all the form fields and buttons on the Movie Forms Pro Interactive PDF form.

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The Adobe® Acrobat® Reader® User Guide

Included on the Movie Forms Pro disc is a PDF file of The Acrobat Reader User Guide. There you will find complete and detailed instructions on how to work with the Interactive forms on the Movie Forms Pro Interactive CD-Rom.

Logos, Letterheads And Adding Graphics

For complete details on how to add logos or letterheads or how to customize a Movie Forms Pro PDF form, please refer to the Acrobat Reader User Guide included on the Movie Forms Pro disc.

Movie Forms Pro Non-Interactive Forms

Movie Forms Pro Non-Interactive Forms are designed to open and print in a number of different software programs. Some of the most commonly used software programs are Photoshop, Superpaint, CorelDraw, and Quicktime.

300dpi JPEG Movie Forms Pro Forms

The 300dpi JPEG Movie Forms Pro forms are the exact same forms as the Movie Forms Pro PDF forms. They will produce the same high quality printing as the PDF forms.

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With the 300dpi JPEG Movie Forms Pro forms you can add information, logos or production letterheads directly onto the forms using the “Cut” and “Paste” commands found in the “Edit” menu.

The 300dpi JPEG forms will easily convert to other file types like TIFF or GIF. This will allow you to open the Movie Forms Pro form in software programs that use other files types.

Note: 300dpi JPEG Movie Forms Pro forms may open as a large file on your computer screen or may want to print out as 4 or more pages. If that is a problem, simply reduce the size to fit on a single page. This may be done through the “Page Setup” in the “File” menu or another command found on your software program.

72dpi JPEG, PICT and BMP Movie Forms Pro Forms

72dpi JPEG, PICT and BMP Movie Forms Pro forms are unlike any of the PDF or 300dpi JPEG files. All of the 72dpi Movie Forms Pro forms have been completely redesigned. This is so the Movie Forms Pro forms will print out with much better print quality then if they had been converted from the original PDF forms.

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Like the 300dpi JPEG Movie Forms Pro forms, you can add information, logos or production letterheads directly onto the forms using the “Cut” and “Paste” commands found in the “Edit” menu. 72dpi JPEG, PICT and BMP Movie Forms Pro forms will easily convert to other file types like TIFF or GIF. This also allows you to open the Movie Forms Pro forms in software programs that use other files types.

Opening A Non-Interactive Form

To begin using any of the non-interactive Movie Forms Pro forms, first “Open” an application program on your computer that supports the Movie Forms Pro file types. The file types are .PDF, JPEG, PICT and BMP.

From “Open” in the “File” menu go to the Movie Forms Pro disc or the Movie Forms Pro folder on your hard drive. Next, find the Movie Forms Pro form that will support the file type for the application program you are using. I.E, Adobe Photoshop will open any of the JPEG files from the MFP JPEG folders. Double-click on the Movie Forms Pro form to open. Once open, you can add information or print out the form. If you are not sure which software program will open a non-interactive Movie Forms Pro form, go to the 72dpi JPEG folder and double click on to the form to open.

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The computer should default to a software program that will open the 72dpi JPEG Movie Forms Pro form.

Adding Information, Graphics, Logo or Letterhead

Unlike the Move Forms Pro PDF forms, you can enter information onto a non PDF Movie Forms Pro form directly from the computer. Use the “Cut” and “Paste” commands in the “Edit” menu to do so. Customize your forms with your company logo, graphics or letterhead the same way you would add information, using the “Cut” and “Paste” commands in the “Edit” menu.

Printing

You should be able to print a Movie Forms Pro form from any software program without any printer adjustments. To print, select the “Print” command through the “File” menu.

Print Settings

If you are unable to print the entire Movie Forms Pro form, you may need to adjust your current printer settings. Open the “Page Setup” in the “File” menu. In the “Page Setup” window you will see an area that supports different paper sizes. Scroll or click onto “Letter” or “Letter copy” - which ever your printer supports.

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Next, in “Page Setup” check to make sure that the paper orientation is correct (I.E. the Videotape Cue Sheet form should be set for horizontal). Most of the Movie Forms Pro forms are the standard vertical default setting.

If this does not correct the problem or the Movie Forms Pro form is too large or too small when set for printing, you will need to adjust the form size to work with your software and/or printer. In the “Page Setup” there will be a setting that will allow you to scale up or scale down the form size. By clicking on the “scale to fit media”, “fit to print” button or “reset the print size to fit the page” you should now be able to print the complete Movie Forms Pro form. If there are no scale settings then reset the margin settings to fit the page size. The standard page setting for a Move Forms Pro form is 8.5 by 11 inches.

If you are still not able to print the entire form on a page, then, from the “Page Setup”, click onto the “Options” menu. Next, click on the “Larger Print Area (Fewer Downloadable Fonts)” box. Close the windows and save your file so it is set up for printing. Open the “Print Preview” option on the “File” menu to confirm that you are printing the entire form. If you are satisfied with the results, click “Print” from the “File” menu.

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Screensavers On PC and Mac

Both the PC and Mac have the ability to capture an Interactive PDF Movie Form from the computer screen using the screensaver function found on the keyboards of both the PC and Mac. Once captured, you will be able to save, print or e-mail the Interactive Movie Forms Pro PDF form.

If using a PC hit the “PrtScn” key, usually located on the upper left side of the keyboard. An exact image of the screen will be copied to the clipboard and can be pasted into a number of software programs such as Microsoft Word, Adobe Photoshop or the Windows paint program.

If using a Mac with OSX, hit Shift+Command+4 and your mouse cursor turns into crosshairs. Drag a box around any part of the screen or form you want to capture and let go. A picture file of the area selected will appear on your desktop. The standard setting for this picture will be pdf. Once captured, you will be able to save, print or email the Interactive Movie Forms Pro PDF form.

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Customer Service/Technical Support

B & G Designs provides customer service and technical support for all of its products. Our staff is available to help you with any problems Monday through Friday from 9 A.M. to 5 P.M. Pacific Standard Time. (323) 656 3202 or email us at info@movieformspro.com

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