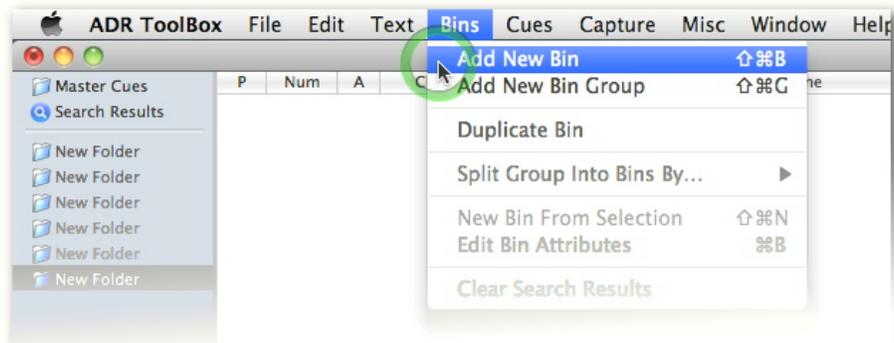
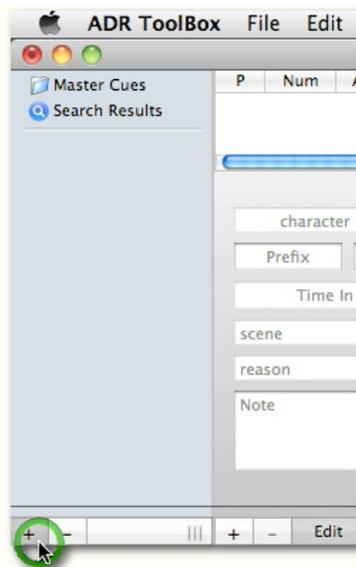




P	Num	A	Character	Version
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	LAURA	R01v0917
VO	Number	Alt	DESTINY	R01v0917
VO	Number	Alt	DFSTINY	R01v0917

## Ok, but how do I get started?

Open up ADR Toolbox. The program will open a blank document. This feature can be turned off in the Preferences window (more on that later). You will see a bin named MASTER CUES. All cues in the program live in this MASTER CUES bin. It is up to you to decide how you wish to organize them. You can either cue in the MASTER CUES bin or create a new folder for each version or episode. Go ahead and create a new bin. You can do this two ways: 1) Press Shift + Command + "B", which is located in the "Bins" menu or press the "+" key at the bottom of the bin view. You can also delete a bin by pressing adjacent "-" key or by pressing the "DELETE" key.



Once you have done this, you can label your bin. To create a cue, press option + command + "N". This will place a new cue in the current bin you are in. The keyboard focus will immediately shift to the CHARACTER text box where you can enter a character name. If the name already exists, the text box will autocomplete. After you have entered the name, press the "tab" key. This will take you to the VERSION text box. Go ahead and enter a name for the version of the reel or episode you are working on, for example, R1v101, Ep1, Ep101, Ep202. We will return to this later, but at this point, a couple of things happen. ADR ToolBox looks at the name you enter, like R1v101, and makes a guess as to the hour that material should start at. If you type R1v101, ADR ToolBox assumes that you are working at hour 1. Your start time in timecode will be 01:00:00:00 or 5400+00 feet (0+00 depending on whether or not you wish you to display long feet and frames). As we'll see later, this behavior can easily be changed.

Following the VERSION text box are the PREFIX, NUMBER, & ALT text boxes. These 3 boxes define the number for the cue. PREFIX can be anything you want: a character designation like GRP, or a show status indicator like T2 or FNL (temp 2 or final). The NUMBER box is exclusively a number. The ALT box is also a wild card box where you can type anything in you wish, such as denoting an alternate, like A, B, etc.

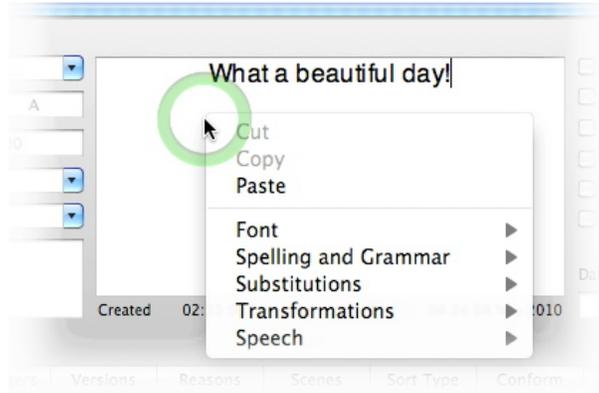
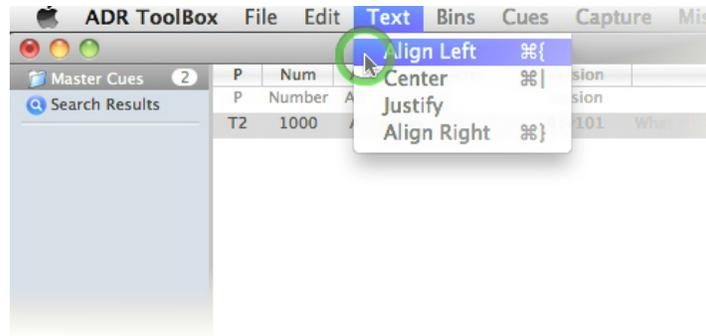
If you have defined a version for the cue, the next box will be the start time for the cue, followed by the end time. You can enter values in either feet and frames or timecode. If you have not entered a version in the VERSION box then these fields are inactive. Why? It's important for ADR Toolbox to know some of the characteristics for the reel you are cuing in. If you are working in timecode, ADR Toolbox needs to know if you are entering 23.98 timecode or 29.97 timecode values. If you are entering feet and frames, what is the underlying hour on a 24 hour clock that is attached to the time you are entering? We'll delve into this later, but suffice it to say, if you enter in values like R1 v101, R01v101017, 1 1017, etc, ADR Toolbox will reasonably guess what the settings need to be (for more detailed information, go [here](#)).

The screenshot shows the ADR Toolbox interface with the following fields and labels:

- Character:** James
- Version:** R1v101
- Line To Replace:** What a beautiful day!
- Attributes:**
  - Cut
  - Shot
  - Omit
  - TV
  - Deleted
  - Check
- Cue Number:** T2, 1000, A
- Start & Stop Time:** 129+00, 132+00
- Scene:** Scene 56 - Ext House
- Reason:** Noise
- Director's note:** Director request
- Cue Date Information:** Created: 02:33 04 Nov 2010, Modified: 04:24 04 Nov 2010
- Date Shot:** Shot Date

Following the time boxes is the SCENE box. You can enter values in this as you cue, but you can also import a list of scenes (for more detailed information, go [here](#)). The next box is the REASON box. This box is an explanation of why you wish to record the line. Again these two boxes are autocomplete boxes. As you type, the program will guess as to what you are typing. Just press the tab button, and the value will be entered into the cue.

The next box is the LINE TO REPLACE box. You can enter your cue here. When printing your cues, ADR Toolbox will provide an exact representation of what you have typed in this box, including all font, size, and color information. You can access formatting features either through the menu using the TEXT menu, or by right-clicking (or control + clicking) the text box. You can change the font, size, and spelling for your cues.



The last box is the DIRECTOR'S NOTE box. This box is useful for any particular notes you wish to make, but don't care to include on your cue sheet printouts. Sometimes, there are reasons you wish to record a line that you do not want make obvious to client or talent. This field as well as all other fields is searchable.

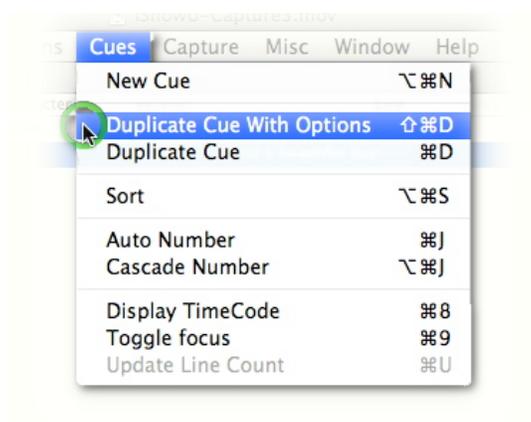
Lastly are the attributes. These include CUT, SHOT, OMIT, TV, DELETED, & TO CHECK. These attributes are flags that you can check to denote the status of certain cues. If you have edited a cue then you can check the CUT attribute. The same applies to the SHOT, OMIT, TV buttons. You can select the TV attribute manually, but the program will examine what you have typed in the REASON box, and if the word TV appears, then the program will check the attribute for you. The DELETED & TO CHECK attributes are used by the conform feature to denote which cues were either deleted during the conform or were affected in such a way as to warrant your attention. You can uncheck them after you have looked at your newly conformed cues. All of these attributes are searchable in the search window.

The DATE SHOT box is to denote the day the cue was shot. It too is searchable.

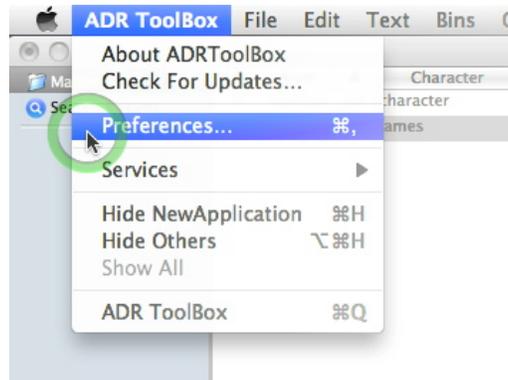
Phew!!! You just created a new cue. Type option + command + N to create your next cue. Rinse. Repeat.

## How do I...?

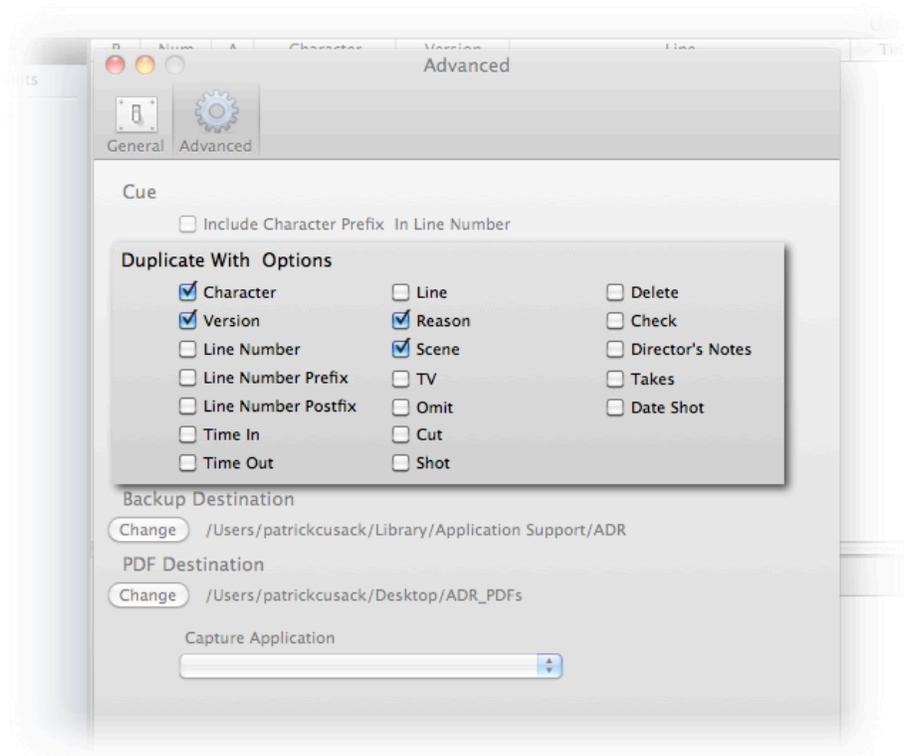
Now, let's say that you are cuing a certain character or a certain reel. How do you keep from having to re-type the same information over and over? You can duplicate an existing cue with certain options. Under the CUES menu, select DUPLICATE CUE WITH OPTIONS, or press shift + command + "D". This menu will duplicate the cue you have selected in the main window but only preserving those fields that you have specified.



To choose which fields you want to copy, select the PREFERENCES window, which is located under the ADR ToolBox menu (You can also type command + comma). There numerous options you can choose to duplicate.

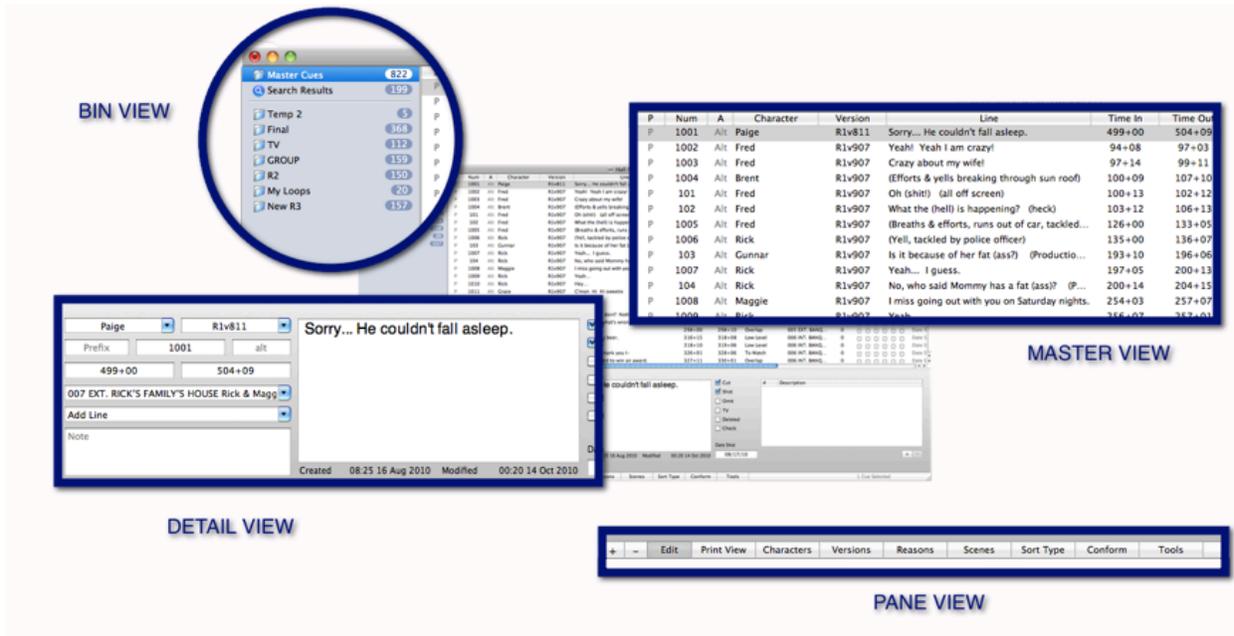


Go to the ADVANCED tab of the PREFERENCES window. If you are cuing Group lines in a particular version of the film, you would mark the CHARACTER button as well as the VERSION button, perhaps even the REASON and SCENE buttons. All cue attributes can be duplicated.



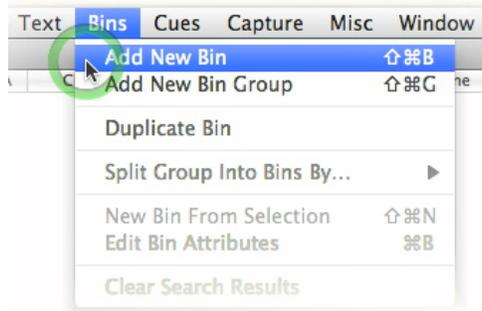
# What's Next?

Let's do a quick tour of some of the common items in ADR ToolBox. The first is the BIN view. The BIN view contains all of your bins. The MASTER CUES bin is the repository for all of your cues. Any cue you create, either directly or through conforms, regardless if you create it in another bin, ends up here. If you delete anything in the MASTER CUES bin, then it will be deleted from all the other bins as well. The program will warn you before you do this. ADR ToolBox has unlimited undo, so any action can be undone. Below the MASTER CUES bin is the SEARCH RESULTS bin. When you search for cues using the SEARCH WINDOW, your search results will appear here (for more detailed information, go [here](#)). Any bins below the SEARCH RESULTS bin are your's to do with whatever you wish. You can delete any bin in the bin except the MASTER CUES bin and the SEARCH RESULTS bin.

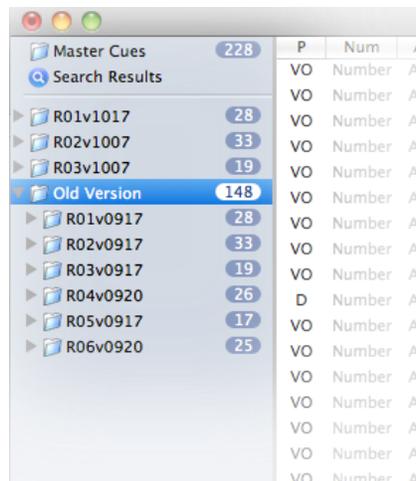


## The Bin View

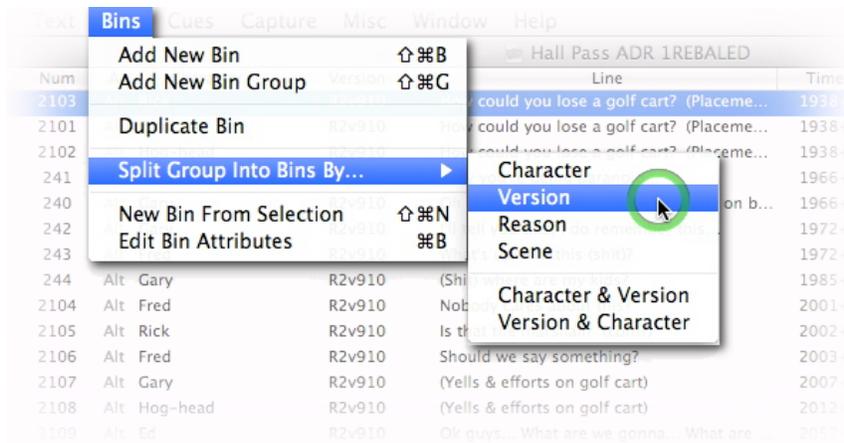
When setting up a show, I recommend that you create a new bin, label it, and cue in it. If you are cueing for a project that will run over several versions, it might be helpful to label your bins according to the current version, e.g. Reel1 Temp1. To create a new bin, repeat the step we did earlier: press shift + command + "B". We can also create a bin group which can hold other bins. The command to create a new bin group is shift + command + "G". It can be found right below the "Add New Bin" command.



With bins and bin groups, you can change the order in which they appear. You can also drag and drop bins into other bin groups. You can even keep bin groups inside other bin groups. Perhaps you have just finished the first temp on a film, you can grab all of your bins that you created for Temp 1, and put them in a new bin group labeled "Old Version". You can see this in the picture below.



You will notice a nubbler next to each version. This number tells you how many *UNIQUE* cues are in that bin/bin group. A cue can only exist once in each bin. However, lets say that you have created a bin group which comprises multiple bins. You might have a bin for the character John and a bin exclusively for the first reel of the film. There are cues for John in his folder and there are cues for John in the Reel 1 folder as well. The bin group will only display all of those cues that are unique across all of the bins that are in the bin group. Now, let's say that you have a bin for one of you reels. There is a command in the bin menu labelled *SPLIT GROUP INTO BINS BY....* This feature allows you to take a bin and split it according to the criteria you choose. After you have cued a reel, you can split the reel into subfolders by character or other criteria. Alternately, after you have cued the whole film, you can then split the folder into a group bin of sub bins labeled by *CHARACTER* which contain folders organized by *VERSION*.



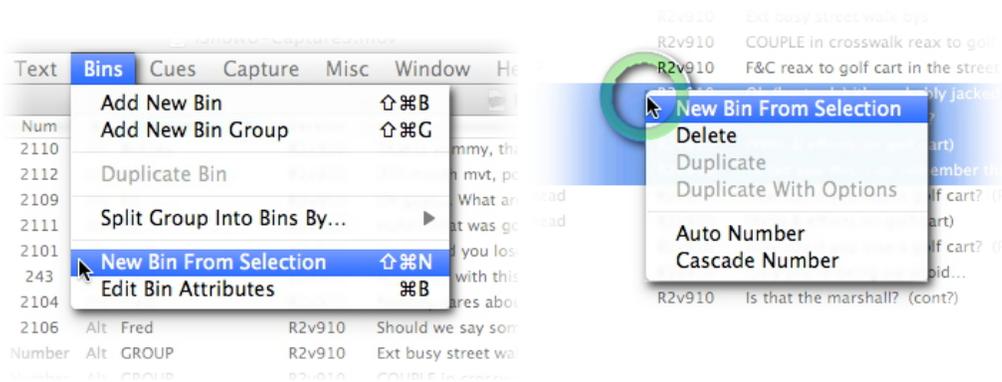
## The Master View

P	Num	A	Character	Version	Line	Time In	Time Out	Reason	Scene	Takes	S	C	C	T	O	D
P	3049	Air	Brent	R3v1111LCK	(Efforts & yells breaking through sun roof)	87+00	94+01	Add Line	136 EXT. HOSPITAL...	0						
P	3050	Air	Brent	R3v1111LCK	Hal	1243+01	1243+13	Off Mic	73 INT. COFFEE SH...	0						
P	3052	Air	Brent	R3v1111LCK	(TBW to Leigh)	1274+14	1281+07	Add Line	73 INT. COFFEE SH...	0						
P	3053	Air	Brent	R3v1111LCK	(Small react)	1322+01	1326+13	Add Line	73 INT. COFFEE SH...	0						
P	3054	Air	Brent	R3v1111LCK	(Small vox on head nod)	1335+14	1337+14	Add Line	73 INT. COFFEE SH...	0						
P	409	A	Brent	R4v1111LCK	What the fuck?	1343+01	1344+05	Add Line	73 INT. COFFEE SH...	0						
P	4031	A	Brent	R4v1111LCK	What the fuck?	1071+08	1074+02	TV Line	95 INT. NIGHT CLU...	0						
P	502	Air	Brent	R5v1111LCK	The (fuck) you looking at! (heck)	1071+08	1074+02	Add Line	95 INT. NIGHT CLU...	0						
P	509	Air	Brent	R5v1111LCK	You think I give a shit pudgie boy? (giv...	268+00	269+08	TV Line	106 INT. COAKLEY...	0						
P	510	Air	Brent	R5v1111LCK	(Fuck no!) (Off screen)	1355+09	1359+00	TV Line	122 EXT. COMFY NI...	0						
P	511	Air	Brent	R5v1111LCK	That this forty hour a week. (mother fucki...	1380+14	1382+02	TV Line	122 EXT. COMFY NI...	0						
P	512	Air	Brent	R5v1111LCK	And this flabby (ass hole) (F-F-F) my ...	1422+10	1428+13	TV Line	122 EXT. COMFY NI...	0						
P	5047	Air	Brent	R5v1111LCK	Grandpa's closet!	1429+02	1435+07	TV Line	122 EXT. COMFY NI...	0						
P	5052	Air	Brent	R5v1111LCK	(Breaths, efforts & yells, follow the action)	1456+06	1457+12	Overlap	122 EXT. COMFY NI...	0						
P	5061	Air	Brent	R5v1111LCK	What's up ass holes. (beackos, weirdos)	1460+03	1525+00	Add Line	122 EXT. COMFY NI...	0						
P	515	Air	Brent	R5v1111LCK	What's up ass holes? (beackos, weirdos)	1533+06	1536+07	To Match	125 INT. FRED'S MI...	0						
P	5064	Air	Brent	R5v1111LCK	(Yells as he hangs off the back of the van?)	1539+03	1542+07	Add Line	125 INT. FRED'S MI...	0						
P	6009	Air	Brent	R6v1111LCKA	(Efforts swinging crow bar)	222+03	226+14	Production Noise	134 INT. FRED'S MI...	0						
P	6013	Air	Brent	R6v1111LCKA	(Efforts hanging through sun roof)	230+10	244+05	Add Line	136 EXT. HOSPITAL...	0						
P	6016	Air	Brent	R6v1111LCKA	(Efforts pounding on Rick)	252+11	258+03	Add Line	136 EXT. HOSPITAL...	0						

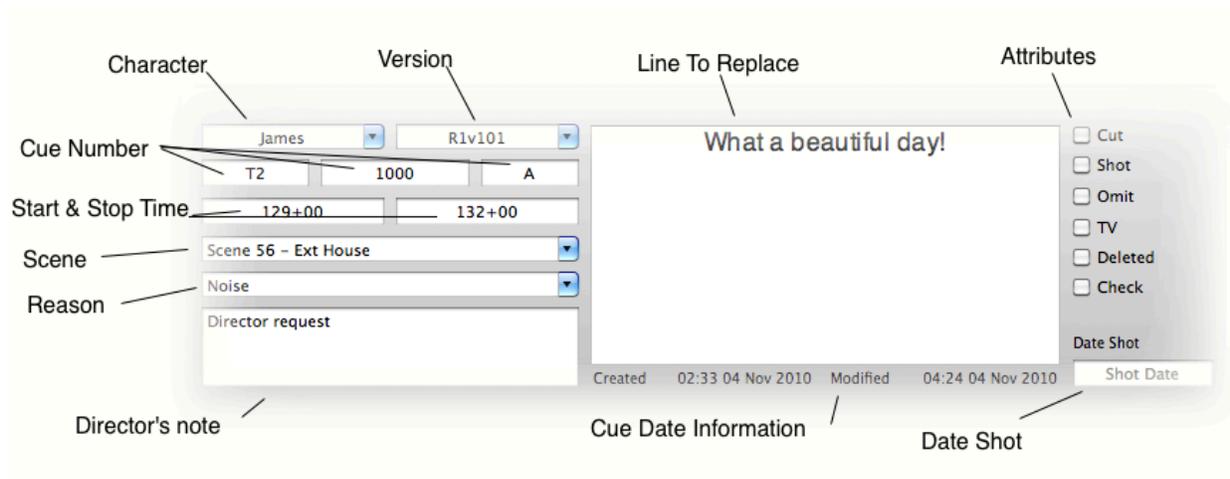
The second view we will look at is the MASTER VIEW. The MASTER VIEW is a basic Excel/iTunes-style list of cues which are contained in the bin that is selected on the left in the BIN VIEW. You can reorder cues, perform drag and drop, drag cues to other bins, and even drag cues from one document to the MASTER CUES bin of another document. Practically every attribute of a cue is featured in this view, starting with the cue number prefix (which can be any text including acronyms, like T1, FNL, etc), the cue number (an actual number like 100 or 1001), an alternate designator (like A, B etc), the character name, the cue version, the line to replace, the time where the line begins, as well as the time out, the reason for shooting the cue, the number of takes that are entered with the cue, whether the cue has been shot, cut, needs to be checked, is a television line, omitted, deleted, the date the cue was created, last modified, and lastly a unique identifier. All of these attributes are featured in the header of the list of cues. If you wish to sort by any of these parameters, you can click on a column header and perform a sort by that parameter. We will look at sorting your cues later. This feature is great if you want to quickly sort your cues by character, version, or any of the other parameters.

	P	Num	A	Character	Version	Line
1974	P	Number	Alt	character	R2 v18 1110	
5	P	1000	Alt	Larry	R1 v10_1021	Hey, Sam. Morning...
29	P	1001	Alt	Group ?	R1 v10_1021	Sam Hi Larry.
61	P	1002	Alt	Larry	R1 v10_1021	There we go...
80	P	1006	Alt	Larry	R1 v10_1021	Hope you got a sausage, olive...
49	P	1005	Alt	Stork Pizza	R1 v10_1021	What a dork.
53	P	1018	Alt	Larry	R1 v10_1021	Larry Crowne, on deck, heh, as
70	P	1003	Alt	Larry	R1 v10_1021	--react to vacuum suck--
10	P	1004	Alt	Larry	R1 v10_1021	--efforts pushing carts--
34	P	1019	Alt	Larry	R1 v10_1021	--exhale, swallow--
69	P	1024	Alt	Lamarr	R1 v10_1021	Hey Lar...
8	P	1027	Alt	Larry	R1 v10_1021	Hello. You have got to be the n
53	P	1026	Alt	Larry	R1 v10_1021	--sleeping--
11	P	1028	Alt	Larry	R1 v10_1021	--in, exhale--
4	P	1029	Alt	Larry	R1 v10_1021	Yeah, yeah, yeah, yeah, thanks

Another convenient feature is creating a new bin from the selected cues in your MASTER VIEW. Imagine that you have to shoot a particular character for a session. You can select the character's cues then control + click (or right click) on the MASTER VIEW to open a contextual menu. After you select NEW BIN FROM SELECTION, the selected cues will appear in a new bin on the left. This feature is also available from the BINS menu or by pressing shift + command + "N".



## The Detail View

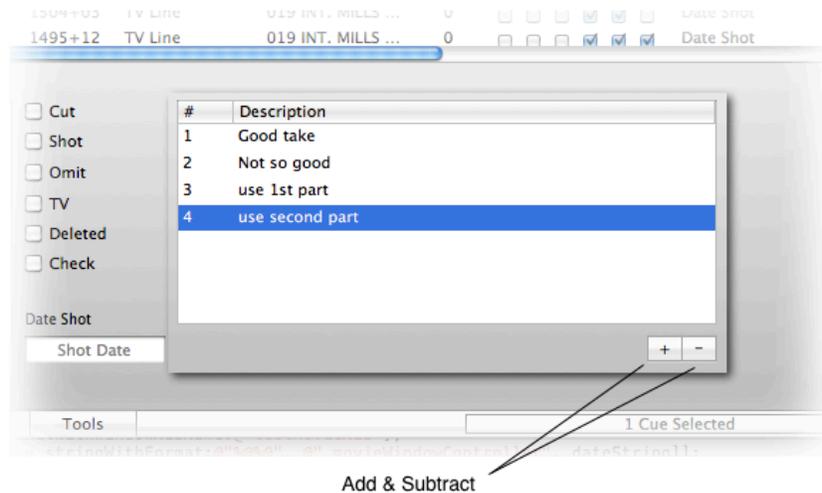


The next view is the DETAIL VIEW. When you select a cue, the attributes for that cue are featured in

this view. You can change the cue's attributes by simply entering a value into any of the text boxes. Some of the boxes feature auto-completion. As you type, the program will guess the value you are typing. You can type past the suggestions or press the TAB key to autocomplete. Pressing the TAB key which will take you to the next box. When you enter a value in any of the combo boxes, which include the character, version, scene, and reason fields, the text you entered will be added to the program. When you continue on to the next cue, the value if available for you to use.

In addition to modifying the values of individual cues, you can also select multiple cues and type a value in any of the text or attribute fields. The value will be applied to whatever cues are selected. This is helpful if you want to mark a selection of cues as having been shot, cut, or edit any value you prefer.

On the left of the DETAIL VIEW is the TAKES box. When shooting cues, you can enter take numbers as well as a description of the take. When you press the "+" button, a text field will pop open allowing you to enter the take number. When you are finished, you can type the TAB key and continue entering a description.



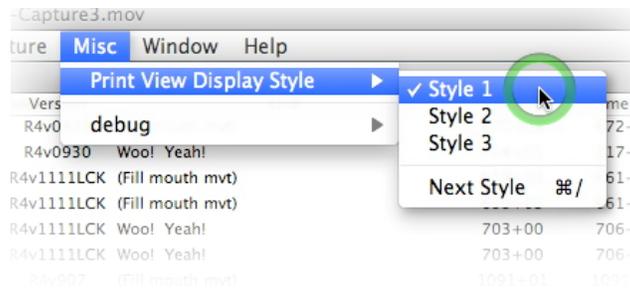
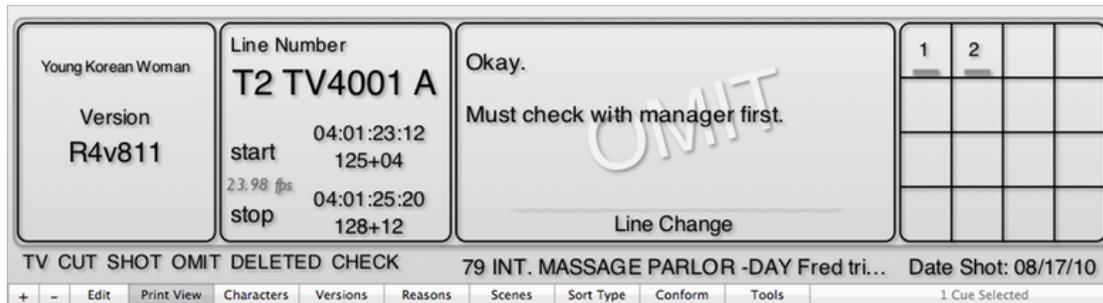
## The Pane View

The DETAIL VIEW is the first of many parts of the PANE VIEW. You can access any of the views in the PANE VIEW by pressing the buttons below.



## The Print Display View

Next to the EDIT VIEW is the PRINT VIEW. This view gives you a preview of what the cue will look like when it printed. Cue attributes are displayed depending on the view style you select. In the example below, you can see all of the various attributes that can be displayed in Style 1 (<LINK>we will examine printing in depth later<\LINK>). You can cycle through different print styles which are accessible through the MISC menu.



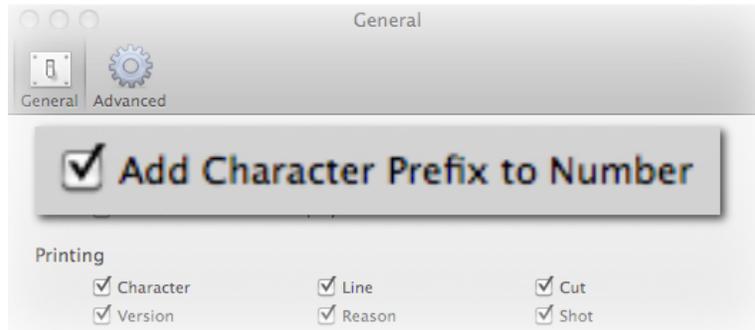
## The Character View

Following the PRINT VIEW is the CHARACTERS VIEW. When you enter characters in the EDIT VIEW, they appear here in this view. You can also enter characters here as well using the "+" button. An empty box will open up allowing you to enter the character's name.



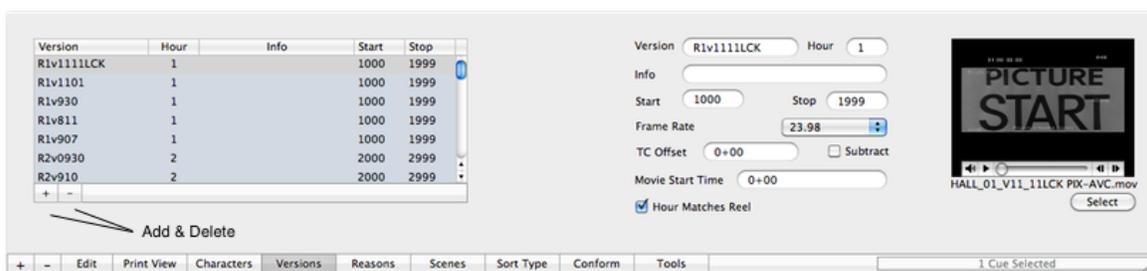
Add & Delete Characters

You can also enter them on the right in the rounded text box next to the CHARACTER label. In addition to the character attribute, you can also specify a PREFIX & TV PREFIX for each character. When printing sheets for an ADR or VO session, you can choose to include these prefixes before the cue number. For example, if the character is Maggie, and the cue number is 3200, the cue will be displayed when printed as MM 3200. If you do not wish to include a TV prefix, the program will just use the character prefix instead. The benefits of using a TV character prefix is speed. It's much easier to run through sheets to flag TV ADR lines when either shooting or turning material over for a show wrap. You can access this feature in the PREFERENCES window on the GENERAL page under the button labeled "Add Character Prefix to Number".



## The Version View

The VERSION VIEW is the most complicated of all the views. If you work in the film world, the default behavior will accommodate 99% of your needs. A few things happen when you create a new version either in the VERSION VIEW or the EDIT VIEW. Upon entering a new version by pressing the "+" button, the program makes a guess from the new name as to what the proper hour is for the version. All time values in the program are based on a 24 hour clock. If you are working on a feature film which is broken into individual reels based on hour (i.e. Reel 1 is 01:00:00:00, Reel 2 is 02:00:00:00), the program needs to know which hour each version is at. In a feature, you will most often enter time values in feet and frames, if you enter 100+00, the hour attribute helps the program understand that 100+00 is actually 01:01:0:16 assuming that the underlying hour is 1. In addition to the hour, the program also sets aside a block of numbers under the columns of START & STOP for auto-numbering. The program will set aside 1000 numbers for each version. You can manually change the number of cues you need by typing in the START & STOP column fields. When the program auto-numbers, it looks at all versions that share the same range of numbers and establishes what the next highest available number is. If you wish to set aside a smaller group of numbers, perhaps for temp ADR, you can type 100 as the start value and 199 as the STOP value. There will be 100 numbers available. Auto-numbering is available from the CUES menu, by control-clicking on the MASTER VIEW, or by pressing command + J.



The program automatically sets each version with a frame rate of 29.97 fps. You can change this by highlighting a version and selecting another frame rate from the "Frame Rate" pull down menu in the middle of the view. Currently, 29.97 and 23.98 fps are supported (29.97 drop frame will follow shortly). The frame rate can be adjusted at any time during a project. However, if you are using timecode as you cue, as opposed to feet and frames, you must be sure that the timecode settings in your ADR ToolBox project match your ProTools project. You do not want to capture 23.98 ProTools timecode in a 29.97 ADR ToolBox project.

When working on a 23.98 project (as most film projects are today), you will invariably deliver ADR sheets to a studio that prefers to run at 29.97 timecode instead of feet and frames. To handle this, you can change the version's frame rate to 29.97 after you have prepared all of your cues for the session. The cues' timecode values will be appropriately updated. Each cue printout will tell you if the cues are displayed at 29.97 fps or 23.98 fps.

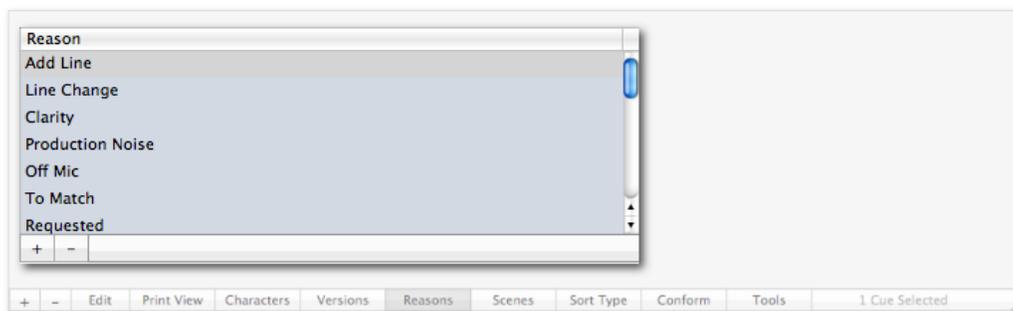
Now there are occasions when you are cuing against picture that there is a differential between the feet & frame counter and the timecode counter. Perhaps the picture department has decided that picture start is 00:59:52:00 in timecode but 0+00 in feet & frames. ADR ToolBox allows you to set up an offset for the timecode so that when you capture time values, the differential between the two counters is maintained. In the example cited, enter 12+00 ( or 00:00:08:00) in the "TC Offset" text box and click the "Subtract" button. The timecode will now start 8 seconds earlier.



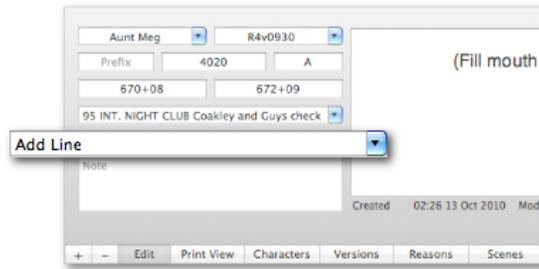
When cuing, ADR ToolBox restarts the feet & frame counter every hour, i.e. at 01:00:00:00 the feet & frame counter displays 0+00, at 02:00:00:00 the feet & frame counter displays 0+00. If you would like feet & frame counter to display values greater than 5399+15, click the "Hour Matches Reel" to off.

At the far right of the VERSION View is a Quicktime window. If you wish to attach picture to your cues, you must do so by attaching picture to a version. Once you have located your movie file, press the "Select" button on the lower right of the VERSION VIEW to find a file on the computer or drop a Quicktime file in the black movie window. You can also attach a guide track to the movie by dropping it onto the movie window. Assuming that the movie file and audio file start at the same time, the two files will stay in sync (ADR ToolBox actually creates a new Quicktime movie built from the video file and the audio file). Now as you proceed to scroll through cues, a Quicktime movie will displayed for those cues whose version has a picture file attached.

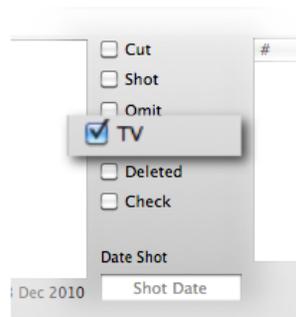
## The Reason View



Next is the REASONS VIEW. Reasons explain why you wish to shoot a cue. Perhaps the line is inaudible, or maybe you wish to add a line. For whatever issue, you can include your reasons here. Just as with the previous views, you can add and delete reasons using the "+" and "-" buttons at the bottom of the reason scrollbar. You can also add reasons as you work in the EDIT VIEW. As you add reasons from the EDIT VIEW, they will be added to the list in the REASON VIEW. The text box in the EDIT VIEW will also autocomplete as you type, thus not requiring you to type the whole reason over again.

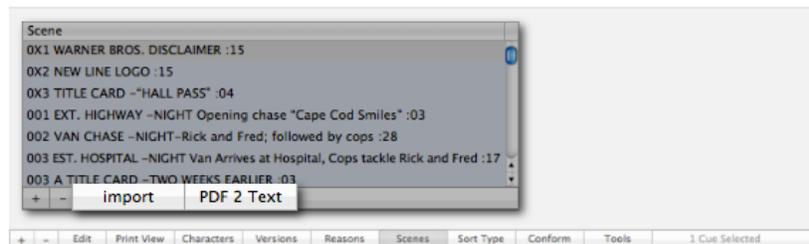


The REASON text box also serves another purpose. When typing or selecting a reason that includes "TV", the program will check the TV attribute for you.



## The Scenes View

After the REASONS VIEW comes the SCENES VIEW. This view works the same way as the REASONS VIEW. You can add scenes either through the scroll view or in the scene text box on the EDIT VIEW. But do you really want to do that? Do you want to enter so much data by hand? You don't have to. There are two buttons, one labelled "Import" and the other labelled "PDF 2 Text".

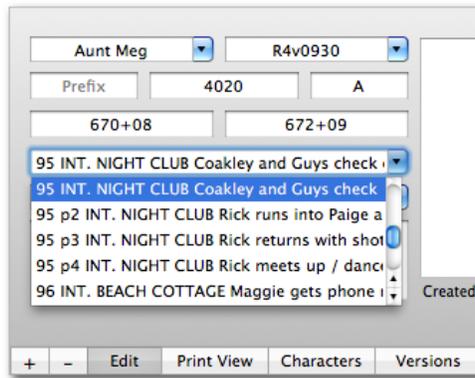


Press the "import" button, and you will select either a text file or PDF file. ADR ToolBox makes only one assumption - each line of the file you are importing should contain a scene number and description as seen in the following text:

```
0X1 WARNER BROS. DISCLAIMER :15
0X2 NEW LINE LOGO :15
0X3 TITLE CARD - "HALL PASS" :04
001 EXT. HIGHWAY - NIGHT Opening Chase "Cape Cod Smiles" :03
```

If the file contains a scene description across multiple lines, ADR ToolBox will load the file but each scene will be spread out across multiple lines as well. Ask the picture department that you are working with to provide you with a file that conforms to this standard (scene number and description on one line of text). If they are unable to do so, you can edit what ever file they provide in a text editor, like Word or TextEdit. If they can only provide a PDF file, the you can use the "PDF 2 Text" button to open a PDF file and save it as a text file, preserving the PDF file's layout.

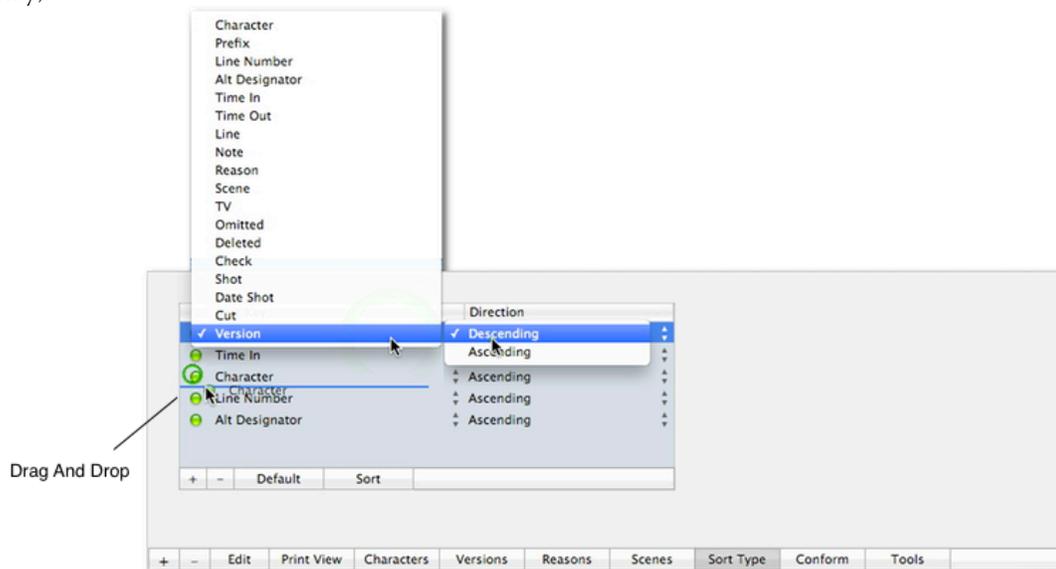
Once you have successfully loaded a file, you should have scene descriptions that you can assign to your cues.



## The Sort Type View

Next is the SORT TYPE VIEW. ADR ToolBox allows you to sort your cues by any cue parameter. The program has a default sort order that accounts for most cases, ordered by Version, Time In, Character, Line Number, and Alt Designator. When you sort, cues in Reel 1 will come first followed by cues in R2, etc. If you wish to change the way the program automatically sorts, you can drag and drop the parameters by grabbing the green button. If you wish to change a parameter, click on the up and down arrows on the right of the parameter you wish to change. A pop-up menu will appear allowing you to select a new parameter, as seen in the following picture.

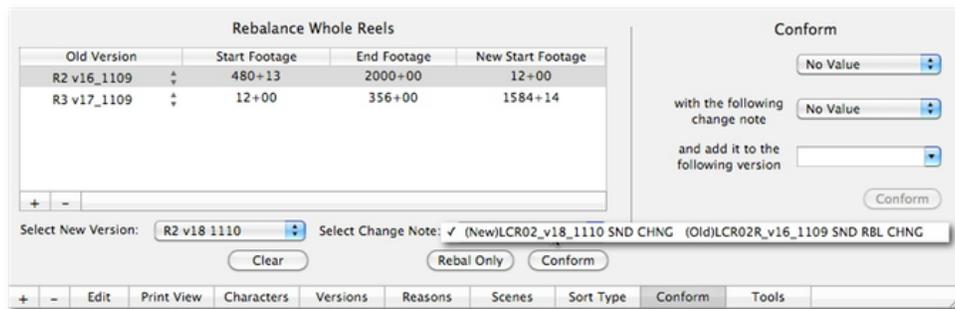
If you ever wish to return to the program default, press the "Default" button located below the SORT TYPE scroll view. Like the previous scroll view, you can add or delete parameters. The "Sort" button will sort the cues for whatever bin you have selected (sorting is also available via the command + option + "s" quick key).



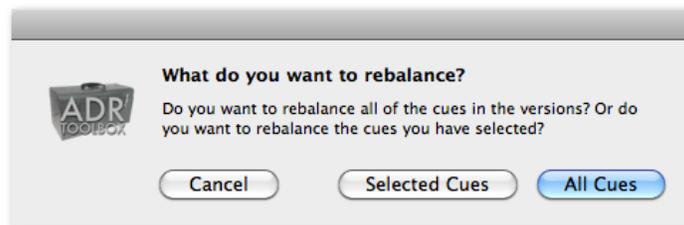
## The Conform View

The biggest challenge working with ADR is conforming cues. ADR Toolbox tremendously simplifies this process. With ADR ToolBox not only can you conform cues, you can also do rebalances.

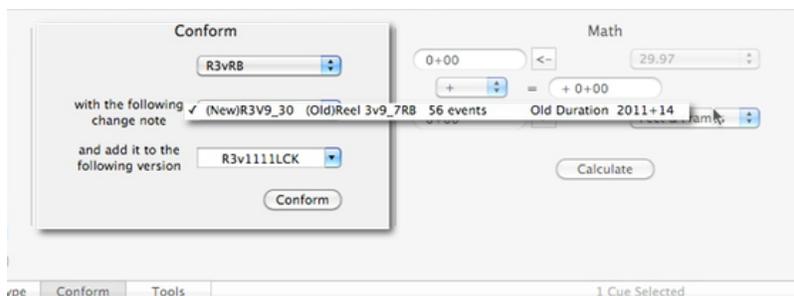
On the CONFORM VIEW, there are three utilities that assist in performing conforms. The first is the rebalance feature. On the right of the view there is a table where you can enter information to perform a rebalance. Typically when doing a rebalance, the head or tail of a reel gets moved to the tail or head of an adjacent reel. In the following example, we want to take the head of reel 3, tack it onto the tail reel 2, and perform a change. To do this, you will 1) select the versions you wish to rebalance 2) as well as the new version you would like the cues to be attached to and 3) the change note you wish to use. Start by clicking on the "+" button to add an item to the list. When you click the "up and down" arrows, a pop-up menu will appear, and you can select a reel that you wish to rebalance. Having selected the version, specify where the program will start and stop the rebalance in the version, then specify where the footage should go into the new version. In the example below, you will grab from 480+13 to 2000+00 of version R2 v16\_1109 and place it at 12+00 in the new version R2 v18 1110. Then, you will grab 12+00 to 356+00 of R3 v17\_1109 and place it 1584+14 of the new reel 2.



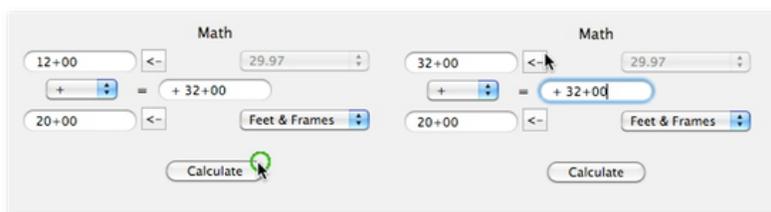
At this point, you can either perform the rebalance by itself or perform the rebalance using a change note. Once you press conform button, a dialog box will appear asking if you wish to conform all of the cues that belong to the version or just those cues that are currently selected. After you have made your decision, a new bin will appear in the BIN VIEW containing your newly rebalanced and conformed cues, ready for you to relabel.



The conform feature, located in the center of the CONFORM VIEW, works in a similar manner. Select the version you wish to conform, select the change note, and then select or type in the version you would like the newly conformed cues attached to. Press the conform button. After you have decided to conform the entire version or just a selection, the newly conformed cues will appear in a bin on the left. Adding change notes will be covered shortly.



Following the conform feature is the math section. This utility allows you to perform simple calculations involving timecode or feet & frames. The example on the left calculates the addition of 12+00 and 20+00 and places the result, 32+00, in the middle text box. You can perform addition or subtraction in 23.98 and 29.97 flavors of timecode. If you need to perform a couple of operations, you can paste the calculated result in to the top text or bottom text by using the left arrow buttons.



## The Tools View

The TOOLS VIEW allows you to perform offsets on cues. Type the desired amount in the text box and press either "Add" or "Subtract".



## The Menus

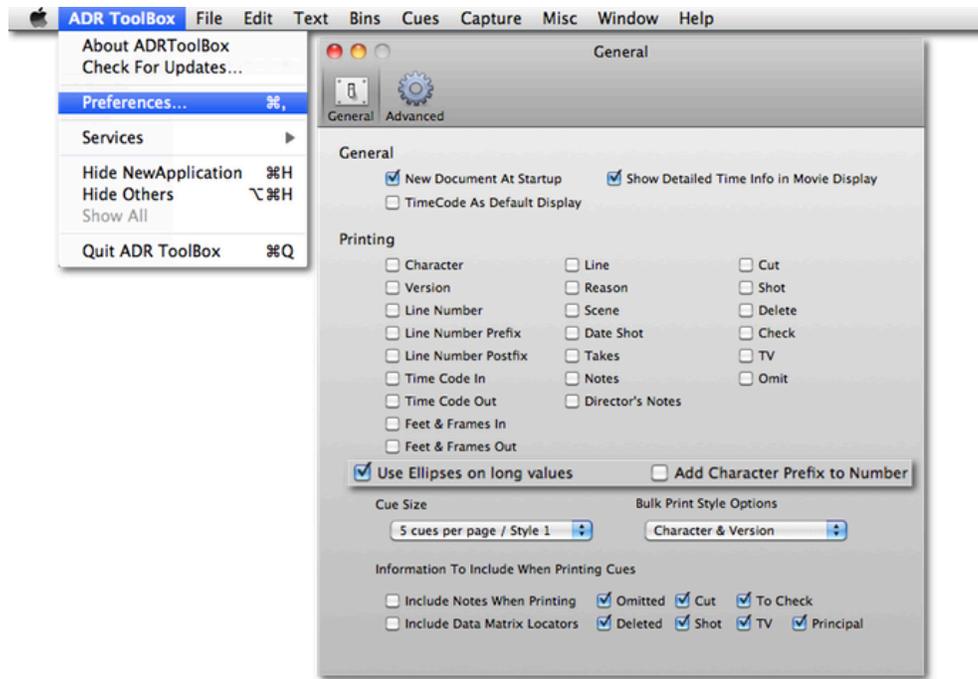
The most important menu in the entire program is the "Check For Updates..." menu. You can periodically check for updates using this feature. The new version of ADR ToolBox will download and relaunch. From time to time, the program will notify you that updates are available, but it is good to make a habit of periodically checking for updates.

The next menu, located under the ADR ToolBox menu, is the "Preferences..." menu which is available by pressing command + ", ". This menu has several options that determine the way the program behaves. These settings establish the defaults for every new document that you open. Under the "General" category, you can choose to have an empty document created at start up, display detailed time info in your Quicktime movies, or use timecode as the default display mode.

Under "Printing", you can select what you wish to have printed when making sheets for the stage. If you wish to hide the reason as to why you want to shoot a cue, you can click off the Reason check box. All of the cue's attributes are able to be hidden when making sheets (Why you would want to do this? perhaps, you wish to print out blank sheets, but ultimately, the option exists to hide anything).

There are two values of note. The first is "Use Ellipses on long values". When ADR ToolBox prints, it does its best to include the complete text you have entered for a reason, a character, etc. If the value you have entered is longer than the text box (or more likely imported since this would typically apply to scenes), ADR ToolBox will not scale the text to fit the box, but will instead print out as many characters as it can and conclude the sentence with ellipses "...".

The second value of note is "Add Character Prefix to Number". When this option is clicked, any character prefixes that are entered in the CHARACTER VIEW are prepended to each cue number. For example, if Carol had a character prefix like CR, then her cue numbers would read as follows, CR1000, CR1001, etc.



Other values that a user can set are the default "Cue Size" and the "Bulk Printing Style Options". "Cue Size" refers to the number of cues printed on each page. Options include 4,5, & 10 cues per page. Bulk options include "Character & Version", "Character", "Version", & "WYSIWYG" (what you see is what you get). These options will be explained in further detail later.

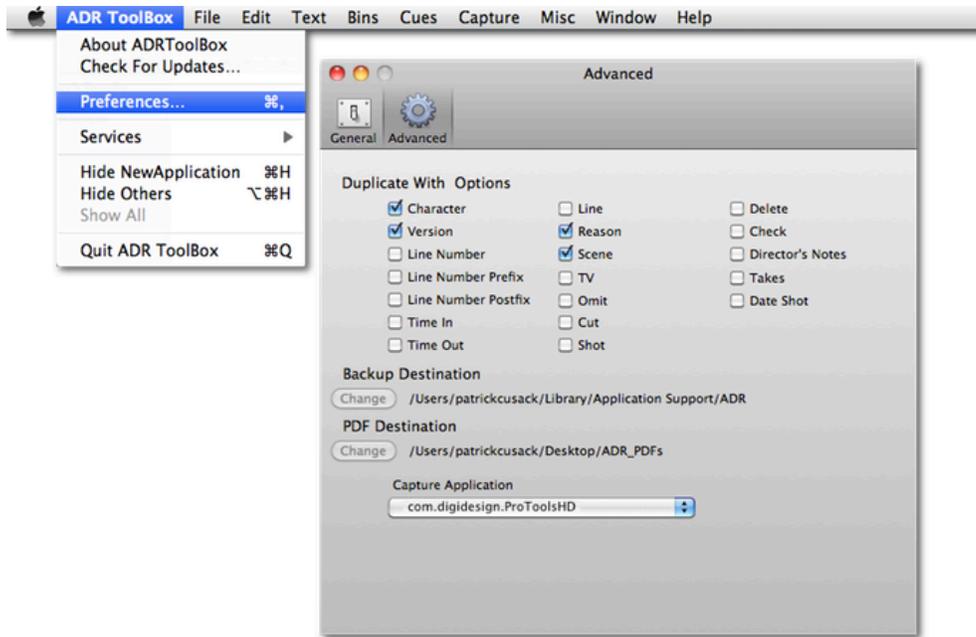
The user can also choose whether to include notes, omitted, cut, to check, shot, deleted, tv, or principal when printing cues. Again, these values are defaults for how the program behaves when you open a new document, these values can be changes when the time comes to actually print cues.

Next is the "Advanced" pane of the Preferences Window. It contains four items. The first is options for setting which attributes are duplicated when using the "Duplicate With Options" command. Every cue attribute is available to be duplicated. In the example, the supervisor is choosing to duplicate the character, version, reason, and scene of each cue. This can prove helpful when cuing a particular character through the same reel.

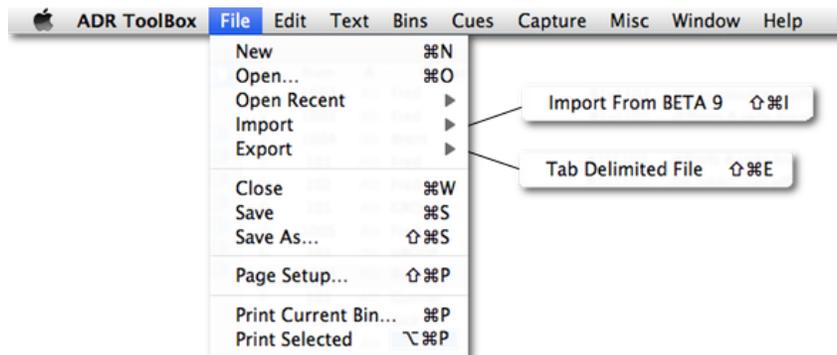
The other information below the "Duplicate With Options" is more informational at present. The "Backup Destination" tells the user where backups are kept. A backup file is generated 1 minute after a change is made unless the document has been saved. When the program makes a backup file, it labels it will the following schema: FILENAME\_bck\_12062010\_1846 where FILENAME is the file name, bck refers to backup, 120610 refers to the month, day, and year, and 1846 refers to military time, or 6:46pm.

The "PDF Destination" informs the user where the program's default PDF folder location is stored. Any PDF files that are generated will store here.

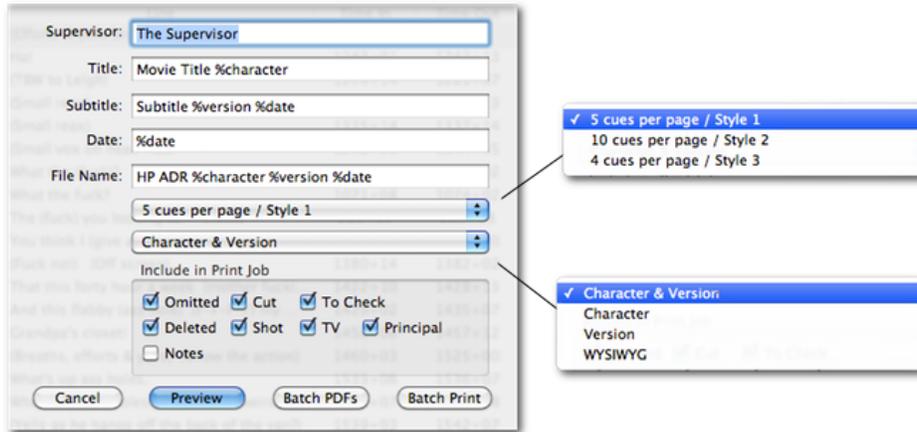
The last item on the Advanced pane is the "Capture Application" pop-up menu. Currently this will display either Pro Tools HD or Pro Tools LE. If ADR Toolbox supports future applications, they will appear here.



The second menu is the "File" menu. Several of the commands are self evident. "New" creates a new ADR documents. "Open..." allows the user to find an open an older document. "Open Recent" allows the user to select previously opened documents. The "Import" command allows the importation of text delimited files from a another product. Specifications for importing text-delimited data will be published later. The "Export" command saves cue data from the current bin as a text-delimited file. "Close", "Save", and "Save As..." are self-explanatory. "Page Setup..." allows the user to configure the cue sheet page layout.



Printing is the most versatile command within ADR ToolBox. When you are ready to print your cues for a session, you have multiple options. The first is whether you wish to print a bin or just the cues you have currently selected. If you choose to print a bin, ADR ToolBox will print the cues for the bin that you currently have selected. To print the current bin, press command + "P", or if you wish to just print the current selected cues, press option + command + "P". Regardless of which option you press, The following dialog box will appear.



From this dialog box, you can do three things: 1) "Preview" the cues you wish to print from which ADR ToolBox will open a single PDF document in Preview (or in your preferred PDF viewer) that you can send to a printer of your choice or save to a new location on your computer 2) create "Batch PDFs" to the PDF folder specified in the preference panel 3) "Batch Print" your cues to a local printer.

Why Batch Printing? The neat thing about ADR ToolBox is that it allows you to create a generic header that can then be applied to all of your sheets. There are four areas where the user can enter header information: 1) the "Supervisor" field, which prints in the upper left hand corner 2) the "Title" header which prints in the upper center 3) the "Subtitle" which prints below the "Title" header, and 4) the "Date" which prints next to the "Supervisor" field. You can enter any data you wish in these fields, but ADR ToolBox supplies you with "Tokens" that can make printing sheets for multiple characters and multiple versions very quick and easy. Imagine that you must print sheets for ten characters across six reels (that's sixty different headers!!!!).

You can use the the following tokens as substitutions when printing: %character, %version, and %date. In the example above "The Supervisor" is printing sheets for 5 characters. As the program prints sheets for each character, it will substitute the %character token with the character's name. Thus the title will be displayed as "Movie Jane Doe". In the "Subtitle" example, the subtitle will appear as "Subtitle R1v1001 12/03/10".

The use of tokens is very important when making Batch PDFs as the tokens are used in the document's file name. In the batch example above, Jane Doe's PDF will be labeled HP ADR JANE DOE R1v1001 12\_03\_10\_1400.

The tokens you need to use ultimately depend on the kind of batch printing you are doing. There are four different ways to print. The first is by "Character & Version". ADR ToolBox will look at all of the cues you have selected or the bin you have specified and generate a sheet for each character and for every version that character is in. Again, if Jane is in 5 versions, then ADR ToolBox will make 5 different documents. The second is by "Character". If there are 10 characters in your print job, ADR ToolBox will make 10 different groups of sheets, or 10 different files if making batch PDFs. The third is by "Version". If there are 6 versions in your print job, ADR ToolBox will make 6 different groups of sheets, or 6 different files if making batch PDFs. The last is WYSIWYG (or what you see is what you get). ADR ToolBox will disregard tokens completely if you choose this option.

After tokens come the print styles. Currently there are three portrait-oriented styles, each varying by the number of cues they hold exclusive of notes. These styles are fluid, and, depending on the gravity of the request, can be altered or augmented.

Style 1 - 5 per page exclusive of notes

<b>GROUP</b> Version R1v1101	Line Number <b>G 102</b>	2 cops chase & tackle Fred (shoot w/ R6)  Add Line	1	2	3
	start 01:01:16:08 114+07				
	29.97 fps stop 01:01:21:10 122+00				

TV CUT SHOT OMIT DELETED CHECK      136 EXT. HOSPITAL Cops tackle Fred w...      Date Shot: 12/03/06

1 Good take

2 better take

3 BEST

Style 2 - 4 per page exclusive of notes

---

<b>GROUP</b>	<b>G 102</b>	2 cops chase & tackle Fred
114+07	01:01:16:08	(shoot w/ R6)
R1v1101	122+00	
	01:01:21:10	

Add Line      136 EXT. HOSPITAL Cops tackle Fred who brakes free ; Rick is tackled ;...

1 Good take

2 better take

3 BEST

Style 3 - 10 per page exclusive of notes

---

TV CUT SHOT OMIT DELETED CHECK	<b>G 102</b>	2 cops chase & tackle Fred
<b>GROUP</b>	114+07	(shoot w/ R6)
	01:01:16:08	
R1v1101	122+00	
	01:01:21:10	Add Line      136 EXT. HOSPITAL Cops tackle Fred who brakes free ; Rick is tackled ;...

1 Good take

2 better take

3 BEST

The styles above demonstrate what a cue would look like if all of its attributes were active.

Lastly, you can choose at the last minute what kind of cues you wish to print. The user can exclude omitted, cut, tv, etc. There is also the addition of the "Principal" check button which allows the user to exclude any cues which have no attributes clicked at all. The "Notes" check box determines whether or not the take notes are included in the print job.

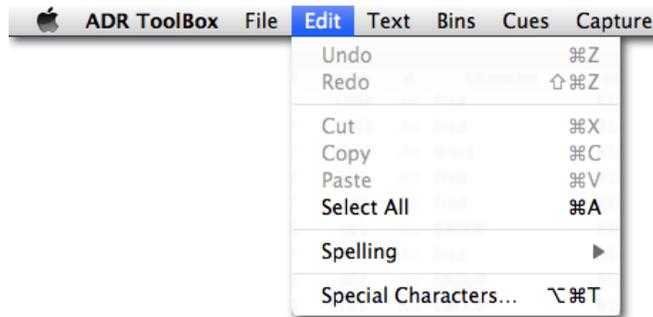
Include in Print Job

Omitted    Cut    To Check

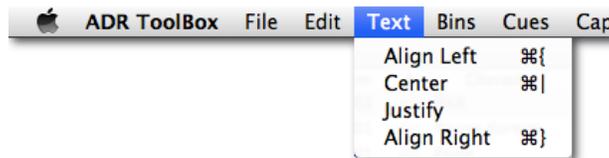
Deleted    Shot    TV    Principal

Notes

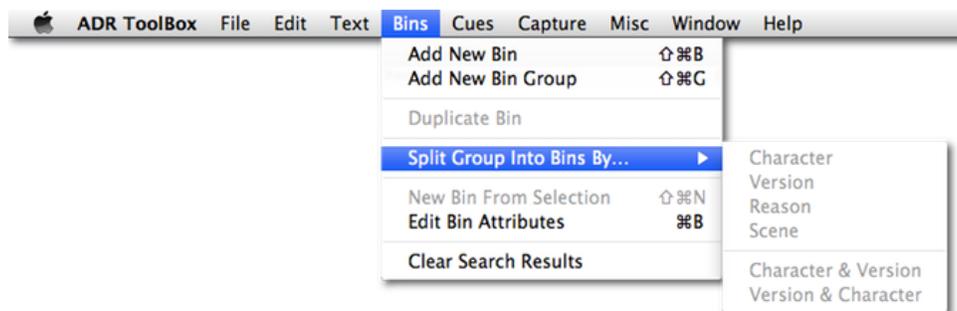
The next menu is the "Edit" menu. If at anytime you need to undo an action, you can press command + "Z". Conversely, if you wish to redo a change, you can press shift + command + "Z" to redo the action. ADR ToolBox supports "infinite" levels of undo. CONT.



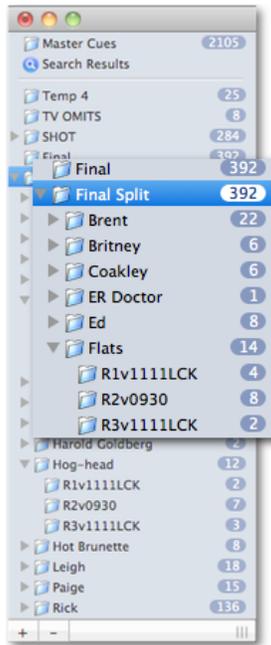
Following the "Edit" menu is the "Text" menu. This menu allows the user to define how text is aligned when editing text in the "Line To Replace" text box. When a user selects an alignment in one cue, that alignment stays in effect until changes. If you center the dialog on the first cue, all cues from that point on will center aligned until you change it.



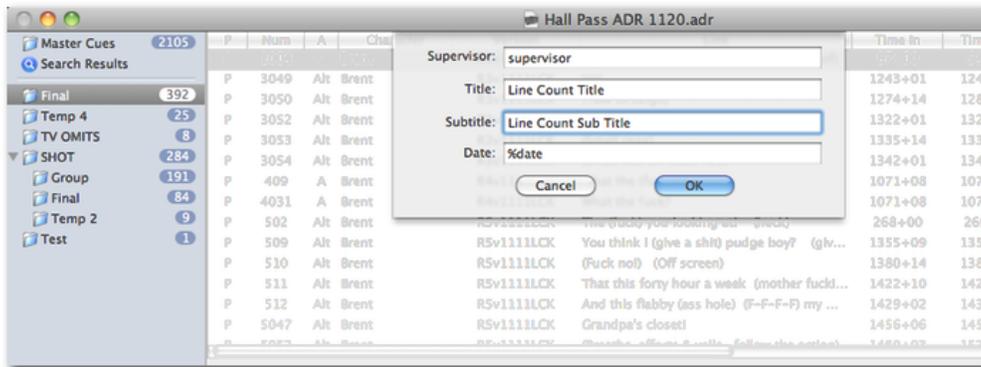
The "Bins" menu has several bin related commands. The first is "Add New Bin" which can be accessed as a quick key by pressing shift + command + "B". This command creates a new bin on the left in the BIN VIEW. You can also create or delete new bins by pressing on the "+" or "-" buttons on the bottom of the BIN VIEW. The "Add New Bin Group" likewise creates a new group folder where the user can drag and drop other bins and bins groups. This command can be accessed as a quick key by pressing shift + command + "G". For example, when working, it does not help to have a slew of old bins in the BIN VIEW. You can create a new bin group, label it "Old", and place older bins in this new bin group. The "Duplicate Bin" command duplicates a bin and places it at the end of the list of bins on the left.



The "Split Group Into Bins By..." command duplicates a current bin, converts into a bin group, and populates it with sub bins divided into either character, version, reason, or scene, or further subdivides it into folder organized by Character & Version and Version & Character. In the example below, the user split the "Final" folder by Character & Version which produced the "Final Split" folder. Now each character has its own bin group which contains bins for each version of the film or project.



The "New Bin From Selection" command allows the user to select a group of cues, useful for creating a bin of the cues for a character or version, and immediately place them in a new bin ready for the editor to label. Below this command is the "Edit Bin Attributes" feature, available by pressing command + "B". Each bin has an attribute value. The values appear on the top of any line count print outs as seen below.



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## My Movie My Movie Line Count

Character	R1v1111LCK	R2v0930	R3v1111LCK	R4v1111LCK	R5v1111LCK	R6v1111LCKA	Sub Total
Rick	12	34	27	11	24	9	117
Principal	12	34	27	11	24	9	117

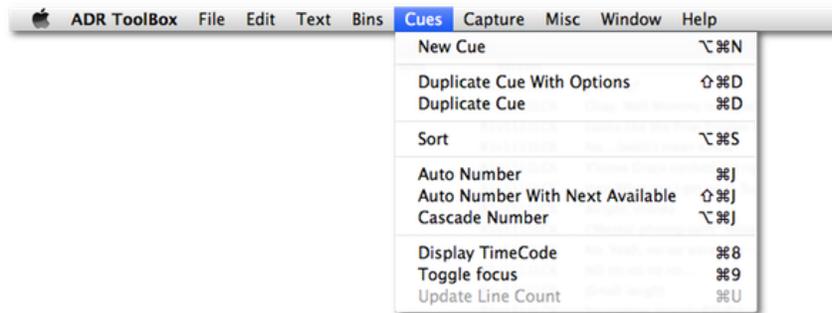
Lastly, there is the "Clear Search Results" command. This command clears out any cues in the search results folder. This command is also available from the Search Window.

Under the "Cues" menu, you can create a new cue by pressing option + command + "N". This will place a new cue in the bin currently selected on the left hand side in the BIN VIEW. If you create a cue in

any bin other than the MASTER CUES bin, the newly created cue will be placed in the MASTER CUES bin. The only places where you can not create a new cue is in the SEARCH RESULTS bin or in any group bin, as group bins just display the contents of its sub bins.

Next is "Duplicate Cue With Options". When pressing shift + command + "D", ADR ToolBox will make a new cue using the attributes of the currently selected cue that are defined in the Preference Window's Advanced pane.

"Duplicate Cue", accessible by pressing command + "D", makes an exact copy of a cue, however, it created a new unique id for the new cue and sets the cue's date created and modified time to match the time when it was duplicated.



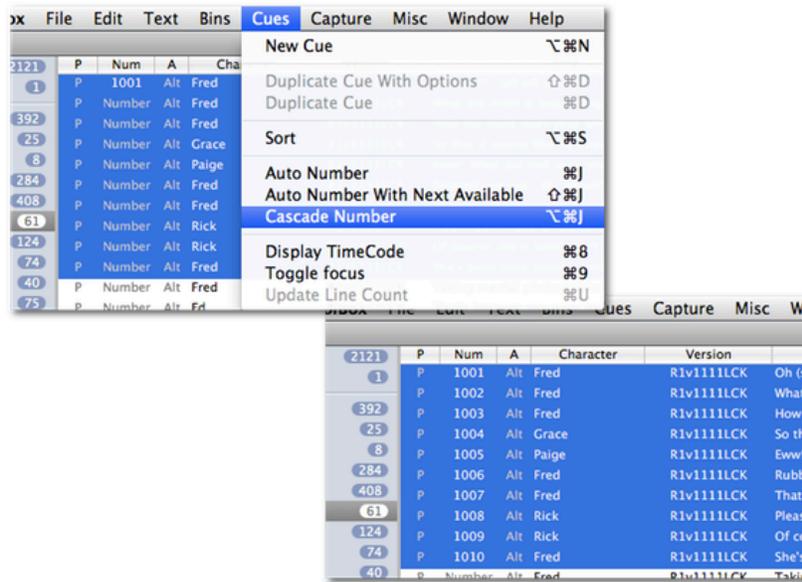
The "Sort" command will take all of the cues in the current bin and order them according to the parameters that are set out in the SORT TYPE VIEW. You can also re-order cues in a bin by clicking on the column header of the MASTER VIEW. In this example, the user has clicked on the "Character" column header sorting the the cues in ascending order from A-Z. If you double click the column, the order will reverse into descending order Z-A.

P	Num	A	Character	Version	Line	Time In	Time
P	1004	Alt	Brent	R1v1111LCK	(Efforts & yells breaking through sun roof)	87+00	94
P	3049	Alt	Brent	R3v1111LCK	Hal	1243+01	124
P	3050	Alt	Brent	R3v1111LCK	(TBW to Leigh)	1274+14	128
P	3052	Alt	Brent	R3v1111LCK	(Small reax)	1322+01	132

Below the "Sort" command is the "Auto Number" feature. This feature will look at the version of the cue, check all versions that share the same range of numbers, and find the highest available cue number. If you have used cue numbers 1000-1056, then ADR ToolBox will supply 1057 as the next available cue number. At any time you are free to use any number you wish, but ADR ToolBox will always warn you if there is another cue using the number. This keeps any errors from popping up.

You can also auto number using the next available number with "Auto Number With Next Available", or shift + command + "J". Perhaps there was a number you did not use, ADR ToolBox will use it as the next auto number.

"Cascade Number", or option + command + "J", allows the user to use a cues number as a starting point for numbering a selection of cue. Enter the cue number you wish for the first cue, select the cue as the first of several, perform "Cascade Number", and each cue in the selection will be numbered consecutively after the first.



The "Display TimeCode" command simply toggles all of the time counters, edit boxes or displays in the MASTER VIEW, from feet & frames to timecode and back again. When displaying in time code, the menu will then read "Display Feet And Frames".

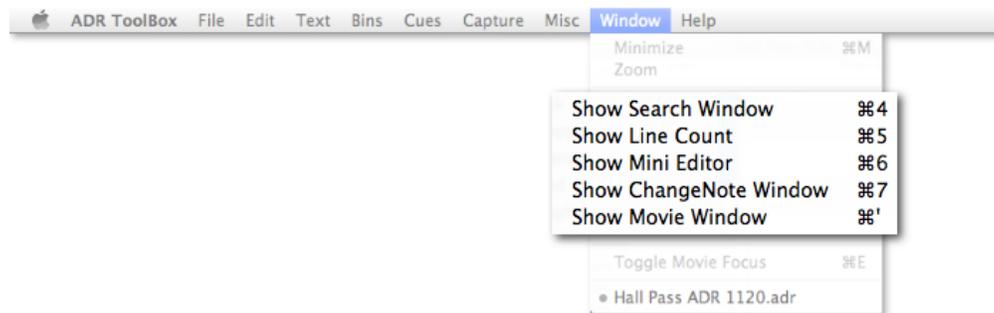
The "Toggle Focus" command simply changes the program's focus from the MASTER VIEW to the selected cues's "Line To Replace" box. This allows for quicker editing when scrolling through cues.

The "Update Line Count" feature refreshed the Line Count Window according to all of the attributes currently selected in the Line Count Window.

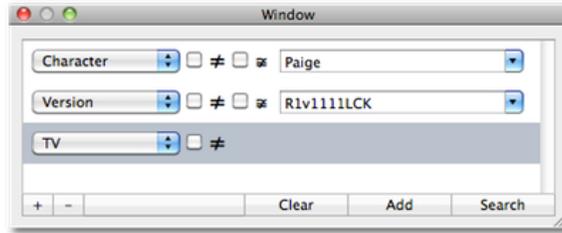
CAPTURE  
MISC

## The Windows

Windows are accessible under the "Window" menu heading. Several features are available from this menu: searching, generating line counts, using floating windows with Pro Tools, loading change notes, and displaying the movie window.



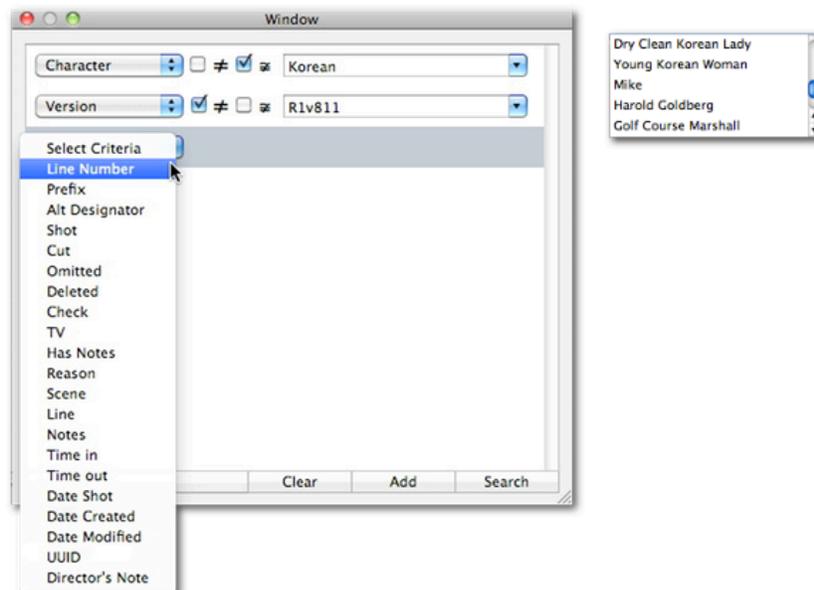
## The Search Window



The Search Window is accessible by pressing command + 4. Using the "+" and "-" buttons, you can add search criteria. In the example below, the user has selected the "Character" criteria, searching for any character that has the word "Korean", as well as any cues that are not part of version R1v811. There are some rather weird symbols next to the text boxes, but these help define how you want to search. The frusta symbol is the "≠" or "not equal to" sign. When you click this, you are specifying that you want to find every cue that does not have that attribute. The second symbol is the "≈", or the "approximation" sign. In the example below, there are a couple of characters that have the word "korean" in their name. When you click the approximation sign, the program will look for all cues that have the word "korean" in their name. Alternately, if you wanted to find all cues by character that did not feature the word "korean", you would click both the "not equal to" and the "approximation" sign.

When you add a search criteria, a pop up menu labelled "Select Criteria" will appear on each new search term. From the illustration below, you can see all of the criteria available.

To perform a search, you simply select the bin on the left that you wish to search, press the "Search" button, and the newly found cues will be placed in the "Search Bin". If there are other cues that you wish to search for, redefine the criteria, and press the "Add" button. These cues will be added to the cues that were originally found. Perhaps you are looping two characters tomorrow, John and Lisa. First you would search John, then specify Lisa, and add her cues to the search bin. All of Lisa and John's cues will appear in the "Search Bin". At this point you can move the newly found cues in to a new bin, or you can clear the results of the search bin by pressing the "Clear" button.



## The Line Count Window

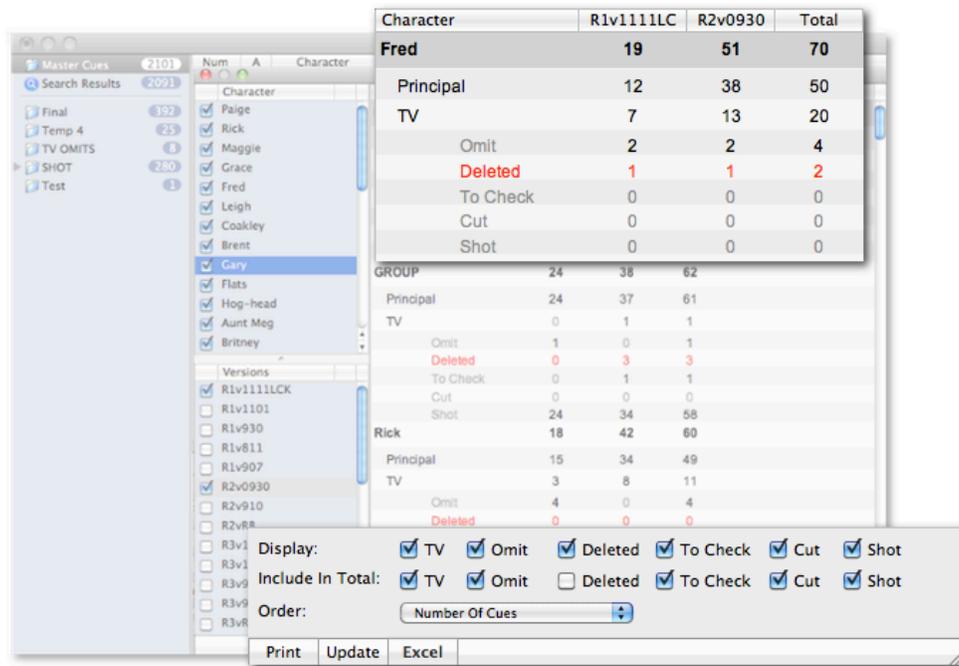
The Line Count Window is accessible by pressing command + 5. Line counts can be generated for every bin. When you select the MASTER CUES bin, the line count window gives you an option of which

characters and versions to include. When you select any other bin, the program generates line counts exactly for those cues in that bin.

There are several choices for displaying line count data. Data can be displayed for cues across several attributes: TV, omit, deleted, to check, cut, and shot. If you choose to include these attributes in the total count, the information will appear in black, otherwise it will be red. In the example below, all of the attributes are displayed, however, those lines that have been deleted are not included.

The order in which the cues are displayed is based on the value in the "Order" pop-up menu. You can sort the characters alphabetically, by the number of cues, or as the characters are ordered in the CHARACTER VIEW.

Any time changes are made to the display attributes, the "Update" button will flash indicating that the line count needs to be updated. After you finished making your line count changes, you can print them using the "Print" button or export them to Excel or NeoOffice using the "Excel" button.



Below are screenshots of the generated line count for Excel and from ADR ToolBox.

Character	R1v1111LCK	R2v0930	R3v1111LCK	R4v1111LCK	R5v1111LCK	R6v1111LCKA	Total
<b>Rick</b>	12	34	27	11	24	9	117
PRINCIPAL	12	34	27	11	24	9	117
TV	2	8	4	2	3	0	19
OMIT	0	0	0	0	0	0	0
DELETED	0	0	0	0	0	0	0
TO CHECK	0	0	0	0	0	0	0
CUT	0	0	0	0	0	0	0
SHOT	0	0	0	0	0	0	0
<b>Fred</b>	9	38	11	2	12	12	84
PRINCIPAL	9	38	11	2	12	12	84
TV	7	11	8	4	2	2	34
OMIT	0	0	0	0	0	0	0
DELETED	0	0	0	0	0	0	0
TO CHECK	0	0	0	0	0	0	0
CUT	0	0	0	0	0	0	0
SHOT	0	0	0	0	0	0	0
<b>Grace</b>	0	4	3	1	3	5	16
PRINCIPAL	0	4	3	1	3	5	16
TV	1	6	1	0	0	0	8
OMIT	0	0	0	0	0	0	0

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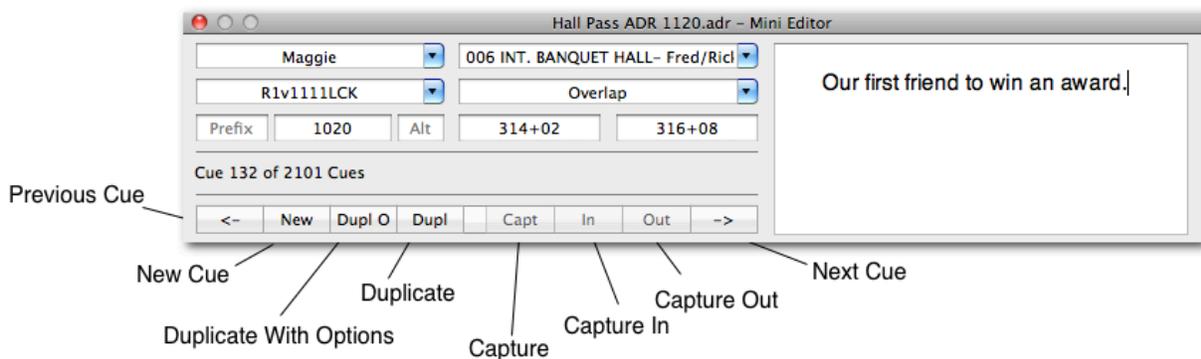
## My Movie My Movie Line Count

Character	R1v1111LCK	R2v0930	R3v1111LCK	R4v1111LCK	R5v1111LCK	R6v1111LCKA	Sub Total
Rick	12	34	27	11	24	9	117
Principal	12	34	27	11	24	9	117
TV	2	8	4	2	3	0	19
Omit	0	0	0	0	0	0	0
Deleted	0	0	0	0	0	0	0
To Check	0	0	0	0	0	0	0
Cut	0	0	0	0	0	0	0
Shot	0	0	0	0	0	0	0
Fred	9	38	11	2	12	12	84
Principal	9	38	11	2	12	12	84
TV	7	11	8	4	2	2	34
Omit	0	0	0	0	0	0	0
Deleted	0	0	0	0	0	0	0
To Check	0	0	0	0	0	0	0
Cut	0	0	0	0	0	0	0

## The Mini Editor

Accessible by pressing command + 6, the mini editor allows the user to have a floating window that sits on top of Pro Tools. It contains many of the attributes necessary when cuing ADR: Character, Version, Scene, Reason, Line Number, Time In, Time Out, & the Line To Replace. Unlike the EDIT VIEW, you can not edit multiple cues using the Mini Editor. The Mini Editor is also useful when the PRINT VIEW is selected. The user can enter cues while simultaneously seeing how the cue will be laid out.

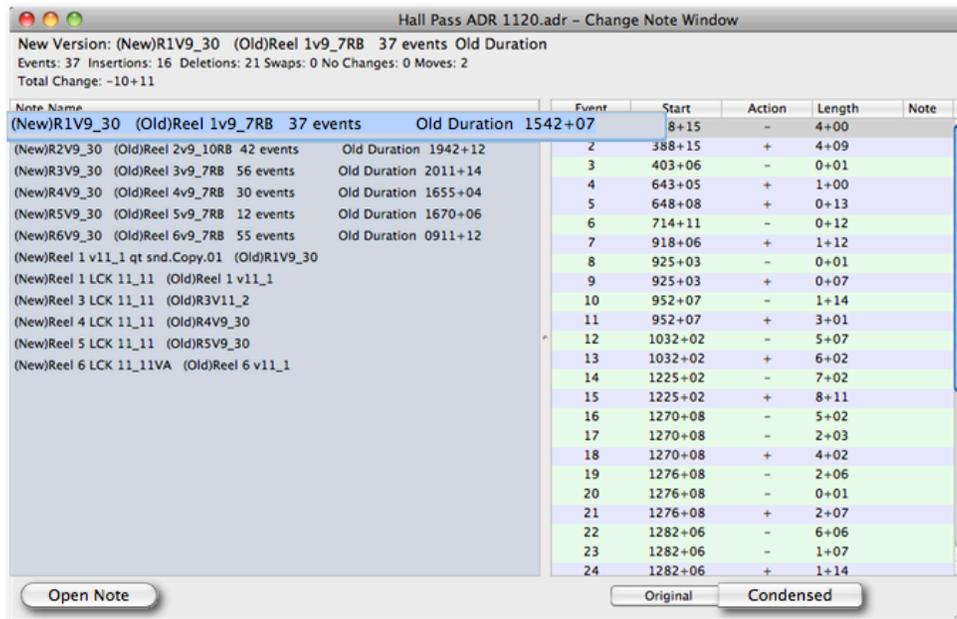
There are several buttons in the Mini Editor which are detailed below. You can add new cues, duplicate cues, duplicate cues with options (which duplicates a cue with only certain attributes of the cue you are duplicating). You can also capture time values when in Pro Tools. Like the EDIT VIEW, the user must specify a version value before she can enter a time value. Again, it is also important that if one is capturing in timecode that the timecode frame rate of the Pro Tools session and frame rate of the ADR version matches.



## The Change Note Window

The change note window can be accessed by pressing command + 7. Adding change notes to ADR

ToolBox is very simple. Press the "Open Note" button, select multiple change notes, and the notes will be added to the table list on the left. You can rename files after you load them by double-clicking the name as seen in the example below. The program condenses the change note and removes any equal length changes on the assumption that these changes are optical. You can view the condensed change events by clicking the "Condensed" button. After you have loaded change notes, they are accessible from the CONFORM VIEW and available to use in your conforms or rebalances.

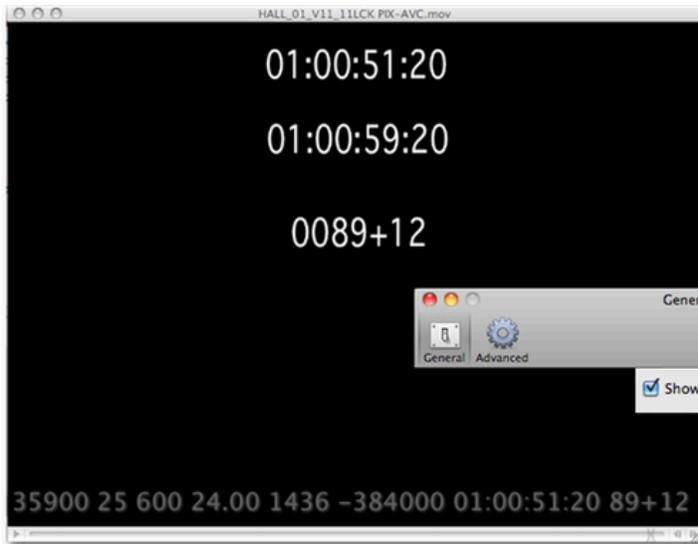


## The Movie Window

The movie window can be accessed by pressing command + "m". The movie window will display the current movie that is attached to your cue's version. As you move from cue to cue, the program will load the picture for the cue. This is ideal when doing changes. If you have just conformed a reel, you can quickly scroll through your changes and see what needs to be adjusted.

ADR ToolBox also adds a footage and timecode overlays to the quicktime. If you are curious as to the mechanics of the time information for the underlying Quicktime file, you can turn on the "Show Detailed Time Info in Movie Display" option in the General Preferences. This will display the time units, frame duration in units, movie scale, effective frame rate, current frame position, timecode offset in samples, timecode, and ultimately footage. Phew!

ADR ToolBox saves the location of the movie when it saves the file. On load it will look at the last location the file was when it was saves, if it can not find the file, it then performs a search looking for the file until it either finds it or times out. With this feature, you can send your files to other editors, and if they have the Quicktime files on their computer, then ADR ToolBox will reload the files.



General

General Advanced

Show Detailed Time Info in Movie Display