60 different production forms

MOVIE FORMS PRO™

60 of the most essential production forms used in
all film, video & digital productions on one **CD-ROM**

RELEASE

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see complete list of forms on back

PC & MAC

USER GUIDE

Welcome to Movie Forms Pro™.

This "Read Me" file contains the latest information available about Movie Forms Pro™. Here you will find the general information required for Movie Forms Pro, an easy simple solution to motion picture production forms.

1. Register Your Software...
To register your copy of Movie Forms Pro™, log on to our web site (www.movieforms.com) and register your software. Registered users are entitled to technical support, special offers, and discounts from our worldwide dealer network.

2. Getting Started...
Movie Forms Pro forms come in six of the most common and popular file formats; bmp, gif, jpeg, pict, tiff, and pdf. This mean that you will be able to open and print Movie Forms Pro™ forms on any type of computer running today's most popular software programs like Microsoft Word, Adobe Photoshop, and CorelDRAW, just to name a few. This also means that you can print out forms on any type of printer. You may also use software programs like Quicktime or Abode Acrobat Reader on the Movie Forms Pro disk to open and print forms.

To begin using any of the Movie Forms Pro forms, you should first open an application program on your computer that supports any of the six Movie Forms Pro file types (bmp, gif, jpeg, pict, tiff, and pdf). Next, go to the applications programs "File" menu and click on "Open".

Open the Movie Forms Pro disk from the "Open" window. Go to the Movie Forms Pro file folder that will support the file type for the application program you are using (I.E. Adobe Photoshop would open any of the TIFF files from the MFP.tiff folder). Click open the folder and double-click on the Movie Forms Pro form to open it. If you are not sure what file type your application program recognizes, try opening a form from the MFP.jpeg folder.

PLEASE take a moment to read the section on printing Movie Forms Pro forms. If you are unfamiliar with the printer or software you will be using to print Movie Forms Pro forms, then this section may be very helpful.

3. Printing and Print Settings...
You should be able to "Open" and "Print" without any printer adjustment (depending on your type of printer). To Print, select the "Print" command though the "File" menu.

Before you print a Movie Forms Pro form from your software program, it may require you to adjust your current printer settings. This is done so you can print the entire Movie Forms Pro form. Start by opening 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).

Before you print a Movie Forms Pro form from Microsoft Word, Macwrite, WordPERFECT or any other word processing program, you may have to reset or adjust the margins to include the entire form. This can be done by opening the "Page Setup" in the "File" menu. Adjust the print size to a wide margin setting.

Also, you can open the "Print Preview" option on the "File" menu to confirm that you are printing the entire form.

If you are still not able to print the entire form on one page, then open the "Page Setup" from the "File" menu. Click onto the "Options" menu. then click onto the "Larger Print Area (Fewer Downloadable Fonts)" box. Close the window and save your file so it is set up for printing. you should now be able to print the entire form.

If your Movie Forms Pro form still prints larger then the page, reset the print size to fit the page. This will mean adjusting the print size or scaling, for example from 100% to 90% (depending on the form).

If your printer supports the option to choose 'Color/Grayscale' or 'Black and White' in the Print dialog, select 'Black and White' to ensure that the best print results are obtained.

Inkjet printer copies require enlarging if you use the Shrink to Fit Page option.

To achieve the best results, we suggest printing on a Laser Printer.!

4. System Requirements...
Windows System Requirements
Windows 98, Windows NT, Windows 2000 and Windows XP requires an Intel Pentium or compatible processor. In addition, the computer must have at
least 16 MB of RAM.

Macintosh System Requirements
A PowerPC running System 7 or higher, Mac OS, or Mac OSX. In addition, the computer must have at least 16 MB of RAM.

5. Customer Service/Technical Support...
B & G Design provides customer service and technical support for all of its products. Our staff is available to help you with any problems from 9 A.M. to 5 P.M. Pacific Standard Time, Monday through Friday. (323) 656 3202

6. Software License Agreement...
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