

CINEMATOGRAPHY PRODUCTION CARDS SYSTEM

USER MANUAL

ENGLISH

CinProCaS[®] 1.3.3. Version

CinProCaS[®]
Cinematography Production Cards System[®]

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The CinProCaS® Application version 1.3.3 is a film design application that can be used on Android, iOS, Windows 10 or later, and macOS platforms. With this application, you can visually design and prepare feature films, documentaries, music videos, advertising, and promotional films for shooting. By using our application, you can visualize your film project and plan out each scene before you even begin shooting.

It can best be compared to a screenplay writer or a Storyboard application with the additional feature that you can use to visually plan your film frame by frame, illustrated with photos, supplemented with a lighting plan and technical data. More information is available in the CinProCaS® application than in any previous planning software.

It can be used primarily by DPs, directors, producers, and production managers. It can significantly speed up the production and preparation of the film, thereby saving considerable costs and time, in addition to visually providing quick information to all crew members before the shoot and for the following shooting days.

Icon of CinProCaS:



WEBSITE:

<https://www.cinprocas.com/>

APPLE STORE:

<https://apps.apple.com/us/app/cinprocas/id1533589079?platform=iphone>

GOOGLE PLAY:

<https://play.google.com/store/apps/details?id=com.cinprocas.cinprocas>

MICROSOFT STORE:

<https://www.microsoft.com/store/apps/9P0X26XT1FSK>

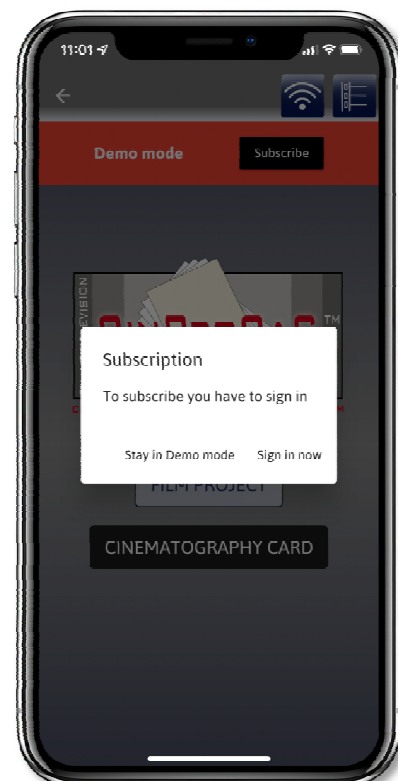
THE DEMO MODE

In the free DEMO mode, almost all functions of the CinProCaS® Application can be tested.

When the DEMO mode is selected, the written documentation of the movie Control (of death) is downloaded in English. This is a legal accident prevention Promotional short film.

In Demo mode, you can open all elements of the project. You can write in it, you can replace the photos, and you can move and replace the elements of the Lighting Plan. The only limitation is that the application does not save anything.

You do not need to log in to try the DEMO mode. However, to start the subscription, you must log in with an email address.



THE SUBSCRIPTION.

After downloading the DEMO mode, you can subscribe for 30 days by clicking the SUBSCRIBE button in the red bar above it. Or you can choose the annual subscription, which gives you 12 months for the price of 10 months. To subscribe, you must read and accept the Terms of Service and the Privacy Policy and you must also enter the application with your email address. The email address is required for the subscription. When subscribing, CinProCaS Inc. only sees your email address, name, and device data (Android, iOS, macOS, Windows), all other necessary data is stored in the Google and Apple systems. CinProCaS Inc. can only check the existence of the subscription based on your email address. The subscription is also required to download and use the Desktop version, version 1.3.1 of which can be downloaded and used in the Apple Store - macOS - and the Microsoft Store - Windows version. The Desktop and mobile versions are synchronized with the cloud and are compatible with each other regardless of the system, if they subscribed with the same email address. The same email address is required for encryption. This is how both the Desktop and Mobile versions can read the projects.



PASSWORD AND MAXIMUM 2 DEVICES

IMPORTANT! When logging in, the system will ask for a 6-digit Password, which is required to unlock the bank encryption before using the application. Please write this down on a piece of paper as well. CinProCaS Inc does not see the Password, it is only stored on your device and deleted from its memory after you log out. Without a password, neither the application nor the data synchronization between the Desktop and your phone will work. In the Mobile application, you can choose Fingerprint or Face ID mode, but the Desktop version will always ask for the PIN code.


IMPORTANT! The subscribed CinProCaS® Application allows the use of 2 devices with one subscription. If you change your mobile phone, or if you have used 2 devices and the system does not allow you to install the login on another device, you will receive an error message. Please write to the email address: support@cinprocas.com and name the device you are no longer using. The indicated device will be deleted centrally upon request.

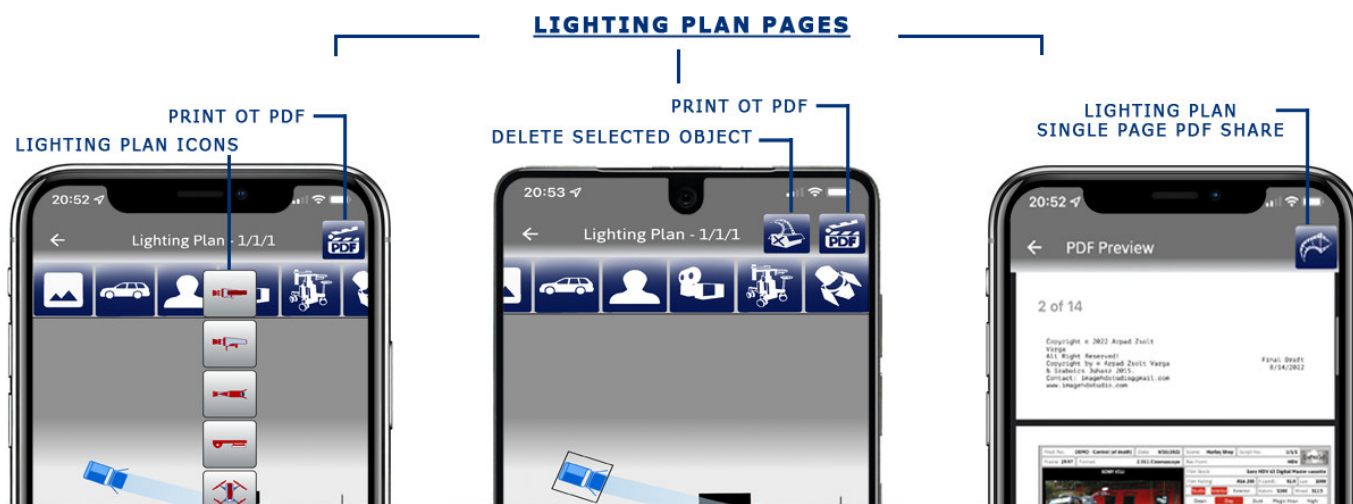
ICONS AND THEIR FUNCTIONS WITHIN THE APPLICATION

The system displays the function of each of the ICONS - if you hold them down. The three images in the first row show the functions of the ICONS in the FILM PROJECT. Here, two deviations can be observed from the functions of the ICONS that appear in the second row below in the CINEMATOGRAPHY CARD. One is the IMPORT PROJECT/PDF ICON shown in the second picture, which is not in the CINEMATOGRAPHY CARD. The other one is SCREENPLAY WRITE shown in the third picture, which is also not included because there is no screenwriting function in the CINEMATOGRAPHY CARD.



The ICONS in the third row are the icons of the CAMERA PLAN window, which can also be found among the FILM PROJECT and CINEMATOGRAPHY CARD functions.

The **SCREENPLAY WRITE** function can only be found within **FILM PROJECT**, the following functions can be accessed by clicking on the  **ICON** and entering.



The **LIGHTING PLAN** function can be found in the **FILM PROJECT** and among the **CINEMATOGRAPHY CARD** functions. Their operation and **ICONS** are the same in both interfaces.

IMPORTANT! Zooming in and out with two fingers works on mobile phones, tablets, and iPads on all pages, including the open **SCRIPT**, **CAMERA PLAN**, **LIGHTING PLAN**, and **SCREENPLAY WRITE** pages. In the Desktop version, pressing **LEFT SHIFT + LEFT MOUSE** at the same time and moving the mouse zooms in, pressing **LEFT CTRL + LEFT MOUSE** at the same time and moving the application rotates the icons on the screen.

See the use of **SCREENPLAY WRITE** and **LIGHTING PLAN** in the chapters about them below!

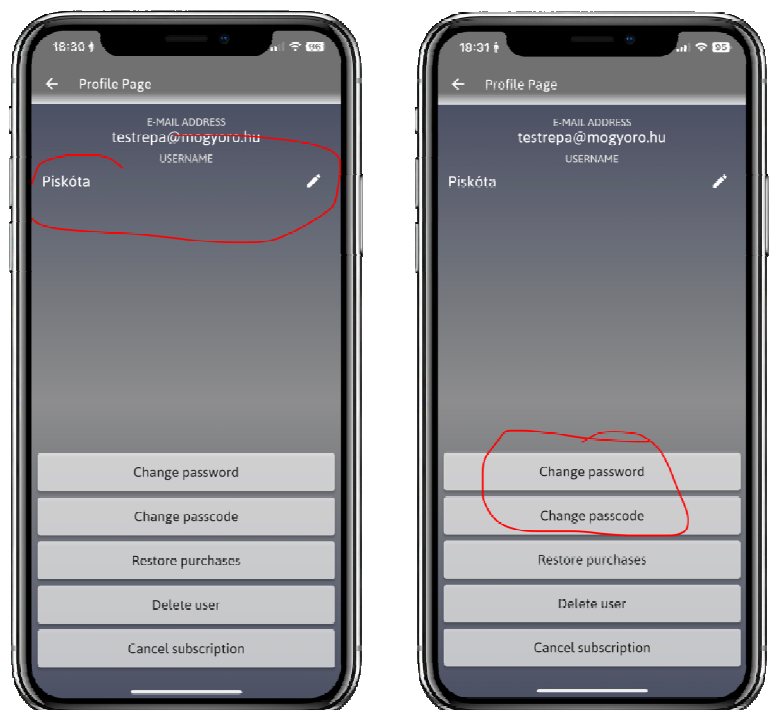
APPLICATION AND PROJECT SETTINGS "SETTINGS" MENUS

When you start the Application, the MENU is available at the top right, at the bottom of which you can switch from the monthly subscription to the annual discounted subscription. Two "Settings" menus have been added to CinProCaS® Application version 1.3.1. One of the Settings menus is available on the main page and applies to the entire application. The other Settings can be found on the Film Projects and Cinematography Cards page, can be accessed by entering our Project and clicking on the Project title, and only applies to our specific Project.

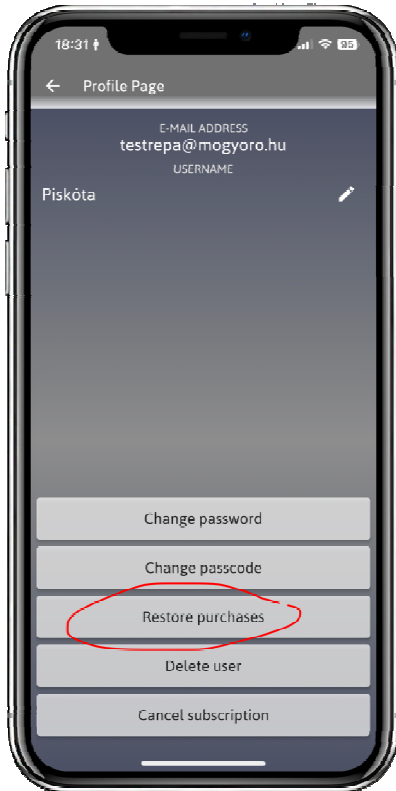


The following functions are available in the Settings menu on the main page. Profile Page, User Manual (current manual), Save image to gallery (save a photo to the phone's gallery). At the bottom, you can see the version number of the installed Application, and we have also made the CinProCaS® website, Facebook and Instagram pages available using the links on the icons. The subscriber's email address can be accessed via the PROFILE PAGE button, under which is the User Name, which can be rewritten and is also centrally set in the 'copyright by' text at the bottom of the CinProCaS® Script pages. However, we have the option to rewrite this separately within the project, in which case the modification only applies to that one project.

Here we can also change the Password, and PassCode, i.e. Pin code. If you have logged in with Gmail or Apple ID, you cannot change the password, since we cannot change the entry of our central email address here.



It is also possible to reset the purchase in the Main Menu settings. If you have a subscription but change devices, the system checks whether you have a subscription and you can set it up on your new device. Important. If you have canceled your subscription, "Restore Purchases" will not restore your monthly or annual subscription, it will only check your current status. In other words, it will check if you currently have a subscription or not.

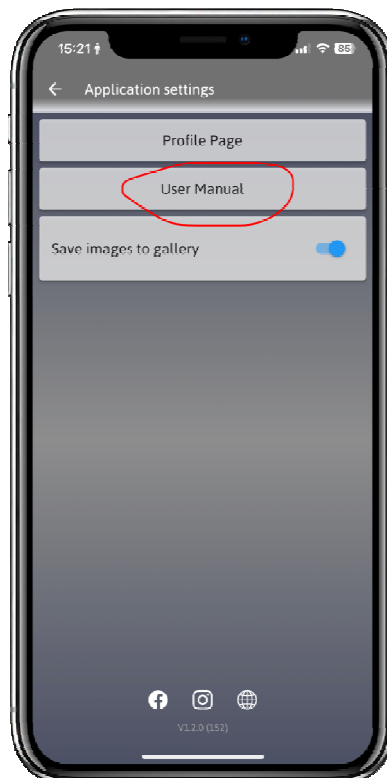


The "Delete User" button is also located here, if the user wants to delete himself. By pressing the button, the User will delete his account and all his data, including all his projects.

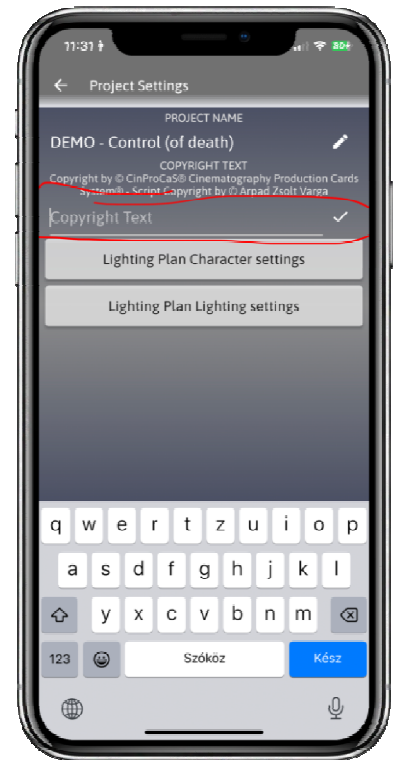
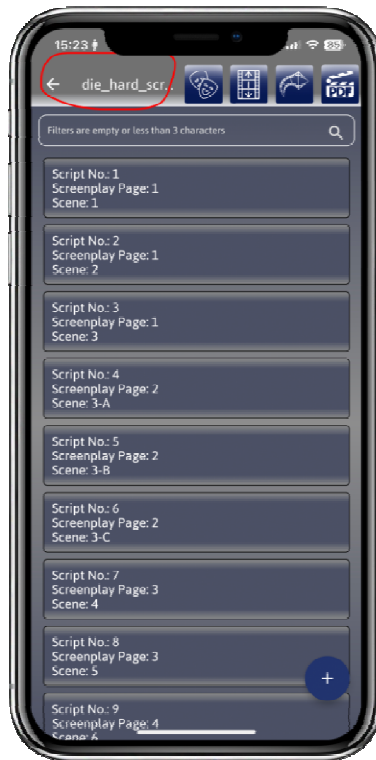
The User can cancel his subscription with the "Cancel Subscription" button. In other words, the monthly subscription will not be automatically renewed in the case of a monthly subscription, and the annual subscription will not be automatically renewed in the case of an annual subscription.

Access to the "User Manual" is also available in the "Settings" menu on the main page.

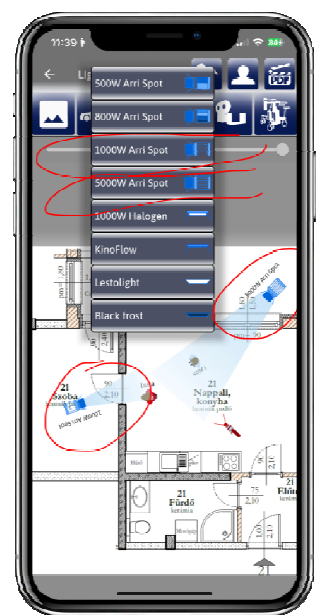
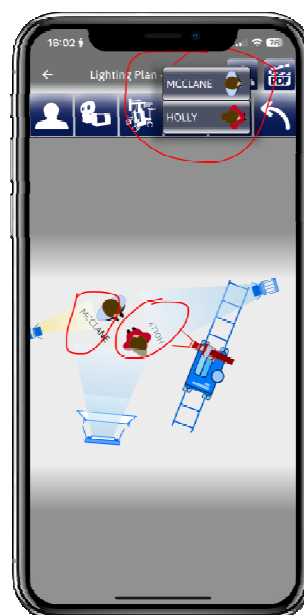
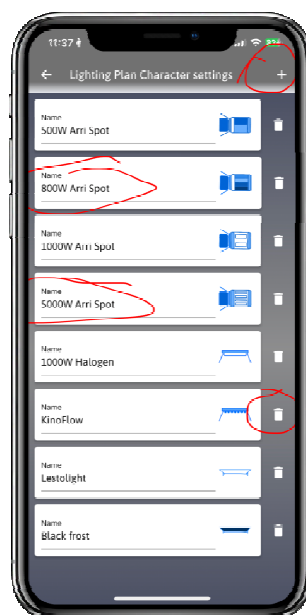
The Internet is required to open it, as the User Manual is stored in the cloud and is always updated when changes and improvements are made to the CinProCaS® application. Here you can set "Save images to gallery" - that is, save photos to your phone's gallery. The pictures captured within the application will solely be incorporated in your Project. Nevertheless, we highly recommend that you keep this option enabled, as it will not only make the photos taken accessible within the CinProCaS® application, but also allow you to use them for other purposes later from the phone's picture gallery.



Within the "Settings" menu located on the Project page, accessible by clicking the title of the Film within our Film Project, lies the option to rewrite and alter the Film's title. Frequently, we tend to assign a "Working title" to our film or use a code title during the production process. This setting presents us with the opportunity to insert and revise the final title. Additionally, it allows for modifications to the "Copyright text" of the legal notice if it has been altered over time. It is crucial to note that any Copyright text modifications made here are



solely applicable to the given film project and the Script pages within our Project. The "Lighting Plan Character Settings" and "Lighting Plan Lighting Settings" for your given Film Project can also be found within this section. This provides you with the opportunity to assign names to the characters and lights that you wish to utilize. Within the "Lighting Plan" feature, you can select whether or not to display the characters' names. Clicking on the "Lighting Plan Character Settings" button will launch a window, in which you can add characters by clicking on the "+" button located in the upper right-hand corner. Once a character has been added, you can navigate through the figures and choose between "MAN" or "WOMAN" by selecting the entered character. If you are satisfied with your choice, you may add another character by pressing the "+" button again. Additionally, characters can be removed from this list. The "Lighting Plan Lighting Settings" function operates in the same way, allowing you to assign names to the lights. After providing a name and exiting the feature, you may access the list of named characters and lights by opening the "Character" or "Lighting" icon located at the top.



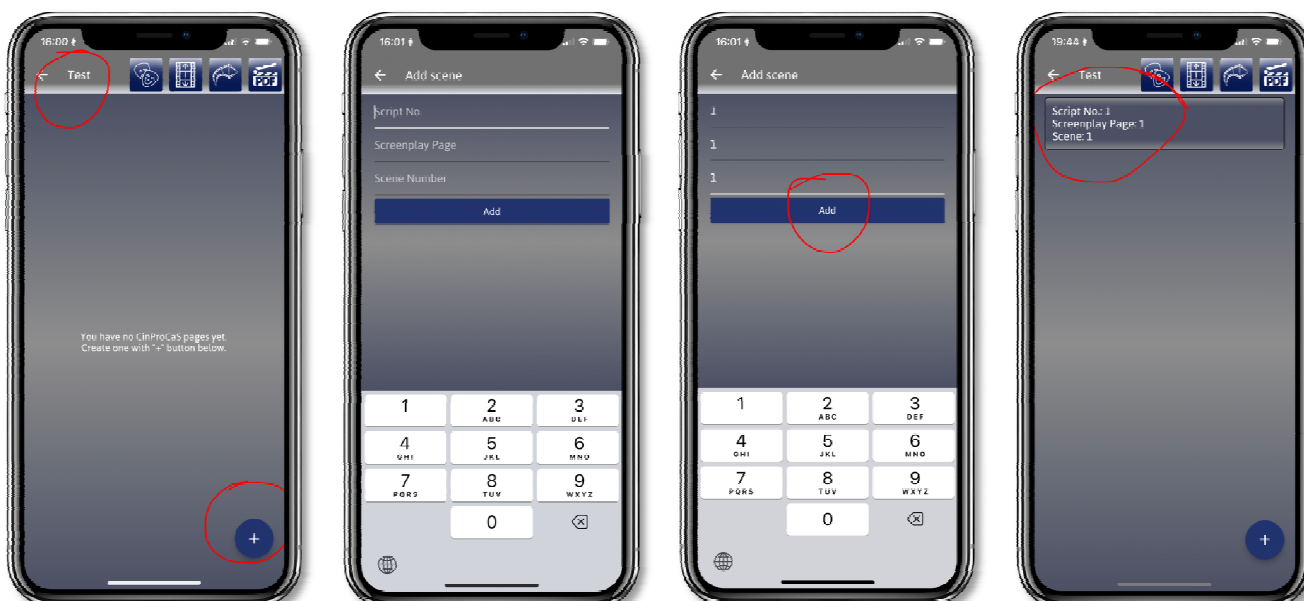
4 WAYS TO CREATE A NEW PROJECT

There are **FOUR** ways to start a new project in the CinProCaS® Application!

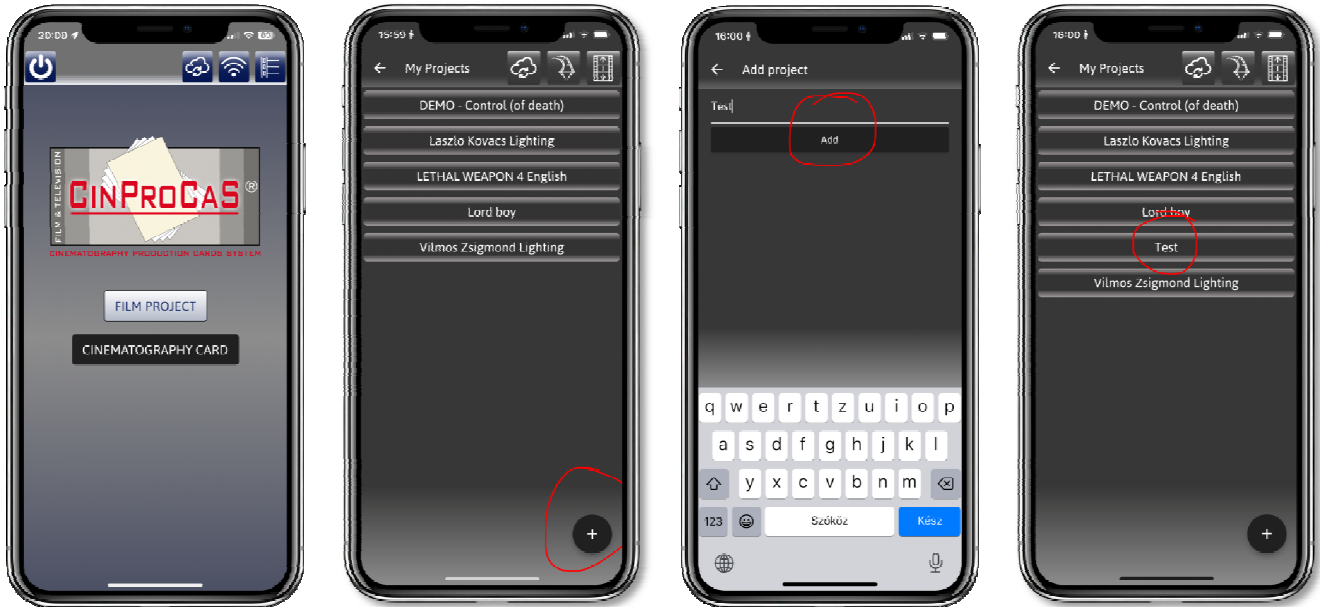
THE FIRST WAY to start a new project, if we don't have a script or we just want to process a scene visually, we can start it on the **FILM PROJECTS** page. On the Film Projects page, by pressing the **PLUS** sign at the bottom right, the window in the 3rd image will open. Here you can enter the title of the Project, i.e. the film being made. It is possible to modify the current title at a later point in time by accessing the "Project Settings" menu. After "Add" is pressed, the Project will appear in the Projects list as shown in Figure 4.



This is how the title of the **PROJECT** was created, but it is also necessary to create the first **SCRIPT** page, which always contains three important data. The first data is **SCRIPT No.**, which is like a page number in a book. There cannot be two identical **SCRIPT No.**! The second data is **SCREENPLAY No.**, which means which page of the script contains the description of the given scene. And the third number is **SCENE No.**, that is, the number of the current scene of the film.



THE SECOND WAY to start a project is to enter the **CINEMATOGRAPHY CARD** page and start a new project by pressing the **+** sign at the bottom right.



We can create the **SCRIPT** pages in the same way as in the **FILM PROJECT**. Here, too, we have to enter **SCRIPT No.**, **SCREENPLAY No.**, and **SCENE No.** numbers. We use this when we only want to develop one scene of a movie in detail and we do not need to process the entire script. Or we want to supplement our **FILM PROJECT** with **CINEMATOGRAPHY CARD** pages.

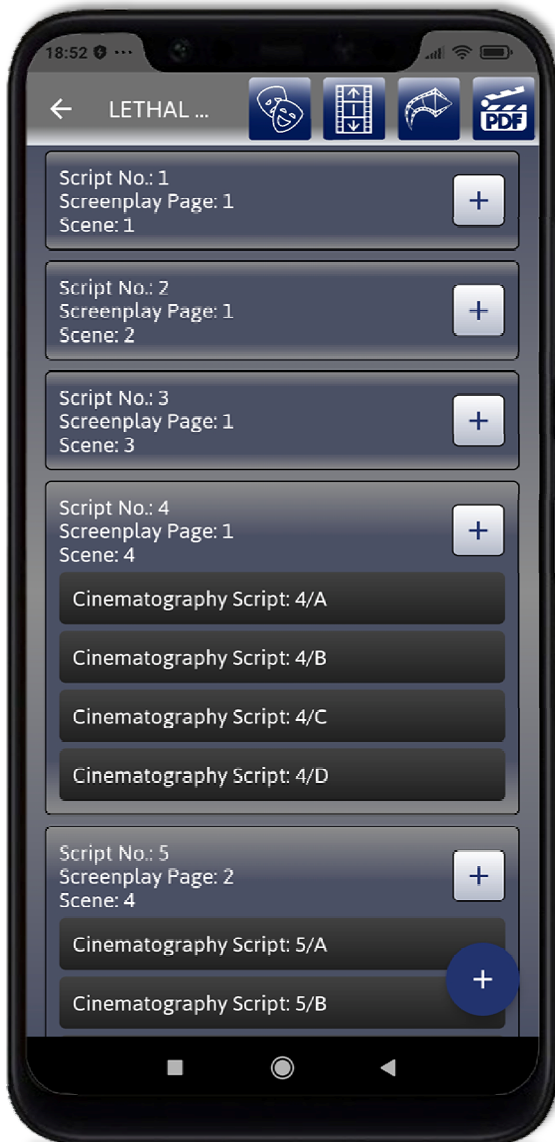


The difference between the two pages is that on the **FILM PROJECTS** page you can see the **Screenplay** (yellow) of the film's script, while on the **Cinematography Card** page, instead of the script, we can enter additional lighting, light data, and lab work data required to shoot the scene. Of course, in addition to the title of the film and the number of the scene, you can indicate in the upper right window which script page the given **SCRIPT** page belongs to.

IT IS IMPORTANT TO NOTE HERE that if you created a **FILM PROJECT** on the **FILM PROJECT** page and gave the same **TITLE** on the **CINEMATOGRAPHY CARD** page, then on the **FILM PROJECTS** page you can add the extra pages with the **Script +** sign that the **CINEMATOGRAPHY CARD** you created on the pages of the project of the same name! In this way, the report can be supplemented with any number of **CINEMATOGRAPHY CARD** pages.



Of course SCRIPT No. numbers are very important when merging the two projects. In this case, SCRIPT No. on the CINEMATOGRAPHY CARD page is ALWAYS 1/A or 1/B or 5/A etc. depending on which FILM PROJECT SCRIPT page you want to assign the CINEMATOGRAPHY CARD SCRIPT page to. Accordingly, you must enter SCRIPT No. in the CINEMATOGRAPHY CARD.



If the titles of the FILM PROJECT and the CINEMATOGRAPHY CARD are completely different, we cannot merge the two projects.

The point of project merging is that if there are too many image descriptions on certain script pages, the entire scene and image content cannot be shown in 3 photos. In this case, we can attach any number of PLUS CINEMATOGRAPHY CARD pages to the given script page. In other words, we can even add 25-30 additional images belonging to one script page to our project, which will of course appear in the same order when exported to PDF. So, any number of CINEMATOGRAPHY CARDS can be imported for a FILM PROJECT SCRIPT page. There is no limit to their number.

The main supplementary components of our Project, which was created using CINEMATOGRAPHY CARD, are the inputs for lighting data. This comprises of additional information that the lighting team and Production Manager rely on to determine the type and quantity of lights required to capture the scene.

THE THIRD WAY to start a new project is to enter the **FILM PROJECT** and press the **PDF** and **PROJECT IMPORT** button (image 1) on the second icon in the top row. You have the option to **IMPORT** the ready-made **STANDARD** Screenplay, i.e. the PDF format of the script. In this case, you do not need to create a **PROJECT** beforehand, as you will create it with the PDF import. When you import a finished PDF movie script, it is processed in seconds and the appropriate number of **Script** pages are generated page by page, divided into scenes. Example: The original script for **DIE HARD** is 118 pages. By importing this into the **CinProCaS®** Application, it creates 431 pages in seconds. **SCREENPLAY PAGE No. 118.** this is the page number of the original script. **SCENE No. 402** means that there are 402 scenes in the film script.



Here, too, it is possible to assign the **SCRIPT No.** of the same name created in the **CINEMATOGRAPHY CARD** to the **FILM PROJECT**. In other words, moving from cut to cut, we can begin to process the scenes of our entire film visually and technically, and we can also begin to create the exact lighting plan for the scenes. The long time required to break down a film into scenes can thus be saved with the help of the software.

It is important to note that an internet connection is necessary to import the script. During the import process, a window will appear highlighting in red any parts of the script that were not interpreted as its content, such as addresses, email addresses, phone numbers, and the like. In such cases, those parts can be marked in red and excluded from the script import. This process enables control over where the first scene of the script commences, and allows the user to preview what will be included. To confirm and accept the imported script, the user can simply click on the ✓ (ok) sign located in the upper left corner.

THE FOURTH WAY to start a new project is to write a script yourself by entering the **CinProCaS®** **SCREENPLAY WRITE** function. In this case, you must create a **FILM PROJECT** and the first **SCRIPT** page. Then, by entering the screenplay writing section with the **SCREENPLAY WRITE** button, you can start writing your own screenplay according to the rules of the film industry. As you progress with the writing and if the scenes fill one or more pages, the **SCRIPT** pages are generated according to the page numbers. If a scene is 3 pages, then 3 **SCRIPT** pages will be created. If a script page has 4 scenes marked, it will be 4 **SCRIPT** pages. Each **SCRIPT** page will contain the short scene description that one page of your script contains. The numbering of **SCRIPT No.** always indicates which script page the given scene is on.

IMPORTANT! When you start writing a script, clicking on the letters at the top of the page will automatically place the cursor where the paragraph should start when writing a standard script. In this way, you will work according to the standard script format.



The buttons on the SCREENPLAY WRITE page represent the following functions:

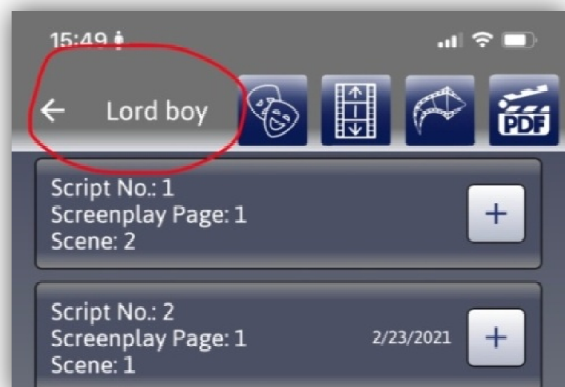
- S = Scene
- A = Action
- C = Character
- P = Parenthetical
- D = Dialog
- T = Transition
- S = Shot
- PB = PageBreak
- C = Copy
- P = Paste
- TS = Text Settings

Each letter has its own rules for typing, writing, and order in the screenwriting profession. The application is configured accordingly. The specialty of CinProCaS® SCREENPLAY WRITE is the color coding for the images on SCRIPT No. pages, Red, Green, Blue, and the description of the images corresponding to these colors are technically included. This means that you can tell exactly how long a camera setup will take. This is an instruction for everyone, where you want the cut in the film.

IMPORTANT! If you had written a screenplay and started a PDF export from SCREENPLAY WRITE, the PDF will be standard and black and white. This does not include color markings.

FILM PROJECT SCRIPT PAGE AND STRUCTURE

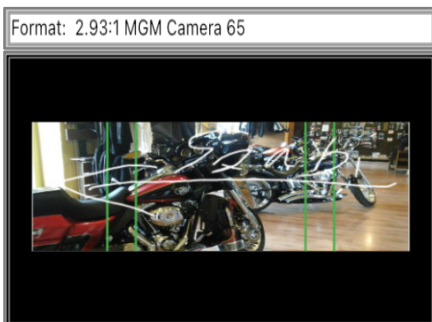
IMPORTANT! The CinProCaS® Application contains 640 camera types (Camera type), 171 image format recording formats (Aspect and Format), 840 recording technologies, media (Film Stock), 650 recording formats (Rec.Form.), and 1600 lens types (Lens) from 40 manufacturers. In addition, it contains graphic elements that can be used to visually plan all the shooting settings within the film and the exact location plan. The title of YOUR PROJECT, i.e., YOUR FILM, CAN BE SEEN AT THE TOP OF EVERY SCRIPT PAGE, so you can always follow which film/project you are currently working on and what title you gave it. This title also serves as a "Project Settings" button!



The PROJECT BASIC DATA fields contain the basic data that show the title of our film (Prod.No) and the planned shooting time (Date). When creating the shooting plan, it is important to fill in the Date when you have finished planning your project. The title of the scene is contained in the Scene window, which can be rewritten and renamed. In the case of PDF IMPORT, the Scene window contains the scene numbers on the Screenplay page (e.g., 19, 20, 21). The SCRIPT No. data, i.e., the number of pages in the CinProCaS® project (SCRIPT No.), the number of pages of the corresponding Screenplay (SCREENPLAY No.), and the number of your scenes in the film (SCENE No.). You can also set the frame rate (Frame) of the entire film project and the image format (FORMAT or ASPECT) of your film here. This also includes the recording format (REC.FORM), that is, what you record the film on. Here you can choose film materials as well as digital media. These data can be set by clicking on this section, so a window opens in which you can set them.


Prod. No.: DEMO - Control (of death)	Date: 4/10/2021	Scene: Harley Shop	Script No.: 1/1/1	
Frame: 29.97	Format: 2.35:1 Cinemascope	Rec.Form: HDV		


The FORMAT window (also called Aspect) shows the image format of the film, i.e. the image size. The characteristic of the FORMAT WINDOW is that when entering the tables and image formats in it, the image size of the CAMERA PLAN window (where our photo is displayed) also changes to this aspect ratio. If you choose 2.40:1, the window will change to a widescreen image on the page. If it is 1.33:1, it switches to traditional Television picture size. There are 171 image formats in the database, but it can track and



display any entered data. REC.FORM currently contains 650 recording formats, from 8 and 16mm film to 12K resolution. This database is also continuously being updated.

The CAMERA PLAN WINDOW, which is repeated three times on the page with the same input and table options, is marked RED, GREEN, and BLUE. It contains the technical data of the camera. If no camera type is entered, "CAMERA:" is displayed. As soon as we enter the camera type, it will appear in the top center.

Camera:	
	
Shot:	Focus:
Move:	Height:
Lens:	Dist.:
Filter:	Roll:
T-Stop:	Gain: 0 db
Shutter:	Slate:
	Fps:

SONY V1U		
		
Shot:	Long shot	Focus: 26.25ft/8m
Move:	Slow zoom in	Height: 3.28ft/1m
Lens:	Zoom Lens	Dist.: 26.25ft/8m
Filter:	No	Roll: HDV 63 / "A"
T-Stop:	5.6	Gain: 0 db
Shutter:	179.82°	Slate: 1/A
	1/60	Fps: 29.97

All the data of the CAMERA PLAN window can be filled in a new pop-up window. The window contains CAMERA TYPE, SHOT, CAMERA MOVE, LENS, FILTER, T-STOP, GAIN, SHUTTER, CAMERA FOCUS, CAMERA HEIGHT, CAMERA DISTANCE, ROLL, SLATE, FPS. data that can be seen by scrolling down. In the CAMERA PLAN window, we can set a photo, which opens in a new window by clicking on the CAMERA PLAN window. This feature enables you to capture a photo using your phone's camera, which can come in handy during a tech scout, for instance. You can save the photo to your phone's gallery and import it from there at a later time. You can also upload silhouette photos from the application, which we will continuously expand.



IMPORTANT! The silhouette photo or a photo you have taken, or the image cropping of an image imported from the gallery imported into the CAMERA PLAN window, can also be adjusted as desired. As you can see in the 3 pictures above, you can set a photo in 3 different plans. In other words, not only the Script page can be zoomed, but also the image in the CAMERA PLAN window can be enlarged, moved, and set to any image crop. The application remembers the settings of the image cropping.

The DRAWING FUNCTION is opened by clicking on the PENCIL ICON at the top right of the CAMERA PLAN window. A drawing made with the PENCIL IKON can indicate several movements, which is why there are several colors. For example, red can be the movement of the character, and white or blue can be the movement of the camera. In the upper right corner (pictures 2 and 3 below) the ICON is the delete icon. If you have made a mistake on your drawing, or if you want to draw a new one, you can delete your existing drawing with the icon. After creating the drawing, exit with the left arrow at the top of the picture, and your drawing will be there on the picture. There is no need to accept or save here. **IMPORTANT!** You can't draw in multiple layers, so if you made a mistake, you have to start over.



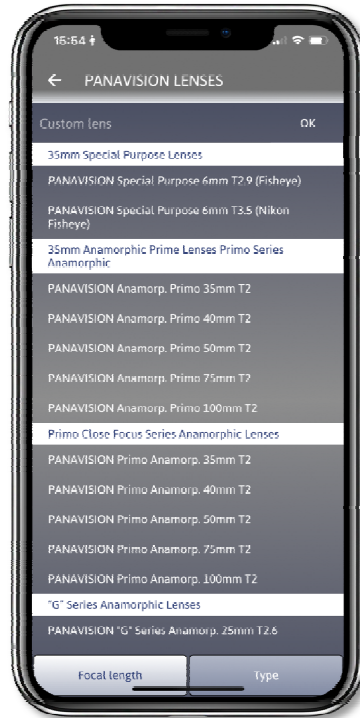


The first picture shows the CAMERA PLAN - photo window, which has been written about so far. The camera type can be selected in picture 2. There are currently 640 camera types in the database, which we are constantly expanding. If the given type is not included, it can be freely entered. **IMPORTANT!** Motion picture cameras are all capital letters, camera type cameras only have their initials capitalized! Example: PANAVISION DXL2 film or digital camera, Hasselblad H1D camera type camera. The next window is the SHOT data (image 3), that is, the camera plan. This can also be freely entered if it is not included in the table. In the 4th image, MOVE can be adjusted, that is, the movement of the camera. It can be Dolly, Zoom, or any known camera movement. If you don't find the right one in the table, you can enter it as you like.

The LENS window opens the LENS SELECTOR window. In addition, you can enter a lens type for CUSTOM LENS that may not be included in the table. This input option doubles as a search engine and can display the lens type entered here if it is available in the manufacturer's database. For CUSTOM MM, you can enter the data of (millimeters) if you have not yet decided on the lens type, but you already know the lens angle of view. You can choose a lens type from the manufacturer by pressing the TYPE button. A new window opens here, which currently contains 1,600 lens types (Lens) from 40 manufacturers.



If you know the manufacturer and the lens and choose from them in the LENS SELECTOR, you must first select the manufacturer.



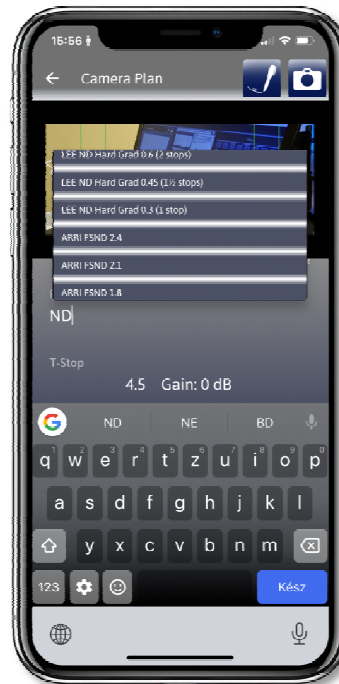
In the manufacturer's list, you have to find the type you want to use. It is important to note that if you have the type, the 'Camera Plan Copy' function will also work in the CAMERA PLAN window the next time. You don't always have to search one by one if you want to use the same lens type.

IMPORTANT! The list of Manufacturers and Types includes more than 1300 types of lenses published in the official manual of the American Cinematographers' Union (ASC) (AMERICAN CINEMATOGRAPHER MANUAL - TENTH EDITION). The list of lenses is constantly getting expanded and updated.

The FILTER WINDOW also has its own database, but you can freely enter your own data and filter types.

The data currently included in the database also includes the camera filters officially registered by the American Society of Camera Operators (ASCA). But many other corrections and color filters can be found in the database.

T-STOP is the selection of the exposure value, as shown in the second photo, a drop-down table that can be adjusted to the desired value by scrolling. Here you can set the GAIN, also known as AGC (electronic signal amplification) if you want to use it.



The next value is FRAME/SEC, i.e. Fps, how many frames should be exposed in 1 second. In the case of FILM, the general standard is 24, while for electronic recordings, e.g. 23.97, 29.97, 25P, 30P, 50i, or 60i, etc. SHUTTER (shutter speed) must also be set. SHUTTER is data related to the FRAME/SEC number, that is, it is absolutely necessary. If you have the FRAME number, you can write SHUTTER as cinematic, e.g. 180 in value (180° "degrees"), but can also be entered electronically, e.g. 1/50 or 1/60. You will see that in the SHUTTER window, on the SCRIPT page, two data are displayed, the degree and the "/" data next to each other, if you have already entered the Frame number.

IMPORTANT! This FPS number only applies to the image shown in the given CAMERA PLAN window, as it happens that you speed up or slow down a sequence of images within a movie.



The data of FOCUS, CAMERA HEIGHT, and CAMERA DISTANCE can be entered in meters or feet, these are calculated on a mathematical basis by the Application. It is enough to enter meter or feet and the other value will also appear in the table, making it easier for the CinProCaS® application to be used worldwide. The camera focus and camera distance are indicated separately because the focus point may differ from the camera distance for certain camera types and lenses.

The ROLL data can be found at the bottom of the basic data. This can be a film roll number or memory card marking, depending on what you are going to shoot the scene for.

SLATE is the camera position number within the scene intended for the shoot. For example, CAM 147/18. This means that among the A-B-C cameras used in the movies, the image of the "A" camera will be the one you see in the CAMERA PLAN window, which is the 18th camera setting of the 147th scenes. This is important data for multi-camera shootings and the preparation of the shooting plan.



The META DATA feature allows users to not only view the Meta data of photos taken with their phone, but also of pictures or camera photos dragged from the Gallery that contain such information. The presence and indication of Meta data can be observed in the upper right corner of the image on the Script page. To access this, simply navigate to the Camera Plan page and tap the lower right corner located below the image.

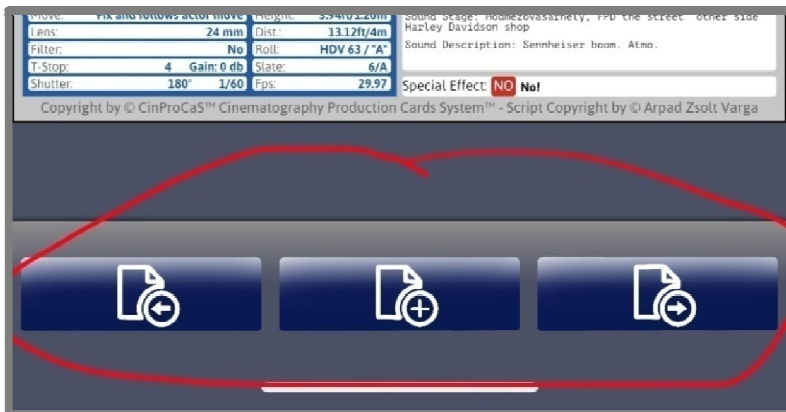


COPY FUNCTIONS

To facilitate a faster Script data filling process, we have integrated several copy functions. These can be easily accessed by pressing and holding the desired Camera Plan window after entering the Script page, which will prompt the appearance of various functions simultaneously. By holding down the Camera Plan window with your finger, the data entered in that window will be automatically copied. This copied data can then be pasted into the Camera Plan window located either above or below it, using the "Paste" icon. This feature proves especially useful when working with a single camera type, lens, and filter, as it allows for swift data transfer between the different Camera Plan windows on the page.



By clicking on the "Paste with right arrow" icon (which is the first icon among those that appear), you can select other Script pages where you wish to copy the data from the completed Camera Plan window. This feature is demonstrated in the third and fourth pictures located at the bottom of the previous page. You can opt to select all three pages or choose one or two that suit your needs. The Camera Plan window data is displayed with color-coding, making it easy to identify the window you want to copy and its destination. To confirm the copy process, click on the "✓" icon located in the upper right corner. With this feature, you can transfer the same data quickly to any page within the Project, including the Cinematography Card pages. This feature can be particularly beneficial if, for instance, your first and tenth scenes occur in identical locations. This allows you to avoid re-entering the data and instead swiftly duplicate it.



One of the features of the + PAGE BUTTON located at the bottom of each Script page is copying. This function transfers all the information from a fully completed SCRIPT page to the subsequent page, enabling seamless continuation of work. It includes the transfer of all data, LIGHTING PLAN

drawings, and any information entered into the SOUND DESCRIPTION window, with the exception of photos located in the CAMERA PLAN window. Ultimately, the succeeding scene will be depicted from an alternate camera angle, utilizing camera images. This feature was implemented to alleviate the need for repetitive data entry and LIGHTING PLAN drawing, in the event that the same scene continues on the following page.



Furthermore, it is also possible to save and export the data from the Camera Plan window of the current project individually in PDF format. This feature is useful for archiving purposes or for presenting your work to others. Please note that while you can save the data, it is not possible to save the Camera Plan photo. Additionally, you have the option to save the Camera Plan window data from the current Script page in a .CPCONF file. This file can be conveniently shared via email, and if others send it, you can import it here into their Script page. However, it's important to note that only the data can be saved or shared, and not the Camera Plan photo.

To import or export the complete Camera Plan data from a Script page, the ARROW icons located on the top right side of the page can be utilized. The first icon is designated for Import, while the second icon allows for Exporting as a SCONFIG file. Please be aware that the resulting file will contain all three Camera Plan data sets, but without the photos. It will, however, include the complete LIGHTING PLAN.



The exported SCONFIG file is not limited to being re-imported into Camera Plan. For users with a CinProCaS® subscription, the file can be shared via email or file-sharing services such as Drive or Dropbox, and subsequently imported into their own project.

This feature is particularly beneficial for educational purposes, as it allows users to share the technical aspects of their ideas with their teachers or colleagues, thereby facilitating discussion and collaboration.

It is important to note that all SCONFIG files can only be imported with a valid CinProCaS® subscription.

We have also included a function specifically tailored to TV series producers, which enables users to copy Script page data and Lighting Plan data from one episode to another project. This functionality eliminates the need to redraw the Lighting Plan of a given location or to re-enter previously used camera data. Please note that this function does not copy Camera Plan photos, as alternative camera settings will likely be used in the same location. To access this feature, simply drag the Film Project Script page you wish to copy to the left and select the blue "Copy to other Project" button. All of your projects will appear at the top of the page, allowing you to scroll up and select the desired project for copying data from the Script page. Once selected, the chosen project will turn green and a list of Script pages within that project will appear below.



From there, simply choose the desired Script page(s) to copy, which will also turn green, and click the "✓" icon located at the top of the page to complete the copying process.

IMPORTANT NOTICE: Please note that during the copying process, all data will be transferred except for the script content and the Camera Plan photos.

Furthermore, the copying function includes the transfer of the Lighting Plan drawing as well. If you wish to copy only the Lighting Plan to another Script page within the same Project, simply tap and hold on the Lighting Plan area of the Script page. This will bring up a menu where you can select the destination Script page for your previously created Lighting Plan drawing. Additionally, if you have linked the Cinematography Card pages to the Film Project, the Lighting Plan can also be copied to those pages.



SCRIPT FILTER AND SEARCH FUNCTION

We have incorporated a Script filtering and search function into the CinProCaS® Application. This feature allows you to easily find specific camera types or lenses that you have previously used in your project but cannot recall where. You can search for camera types, lenses, camera filters, Script pages, and Script words. For instance, if you enter the name of a location that is mentioned in your script, the search results will display all Script pages that contain the word you are searching for.



LIGHTING DATA - DATA RELATING TO LIGHTING. It is important to note here that the **FILM STOCK** in the first window, i.e. what the footage is recorded on, is an integral part of the lighting data. Raw materials with different film sensitivities can also be found among the data entered into the Application. The database contains 840 recording technologies and media (Film Stock) together with digital media. Clicking on the data will open a new window. Here, by tapping a character, the app already provides the data that contains the given character entered. You also have the option to enter your own data here, if you cannot find it among the raw materials and electronic recording forms. This database is also getting constantly updated.

Film Stock: Eastman Kodak 5294 ASA 500		LUT:	Fekete-Fehér	
Film Rating:	ASA 500	F.candl.:	123	Lux: 1324.0
Studio	Interior	Exterior	Kelvin: 3200	Mired: 312.5
Dawn	Day	Dusk	Magic Hour	Night

It is also possible to input LUT data, however, users can also import color settings in either .PNG or .CUBE formats. By doing so, the photos on the Script page will be automatically converted to the corresponding LUT value.



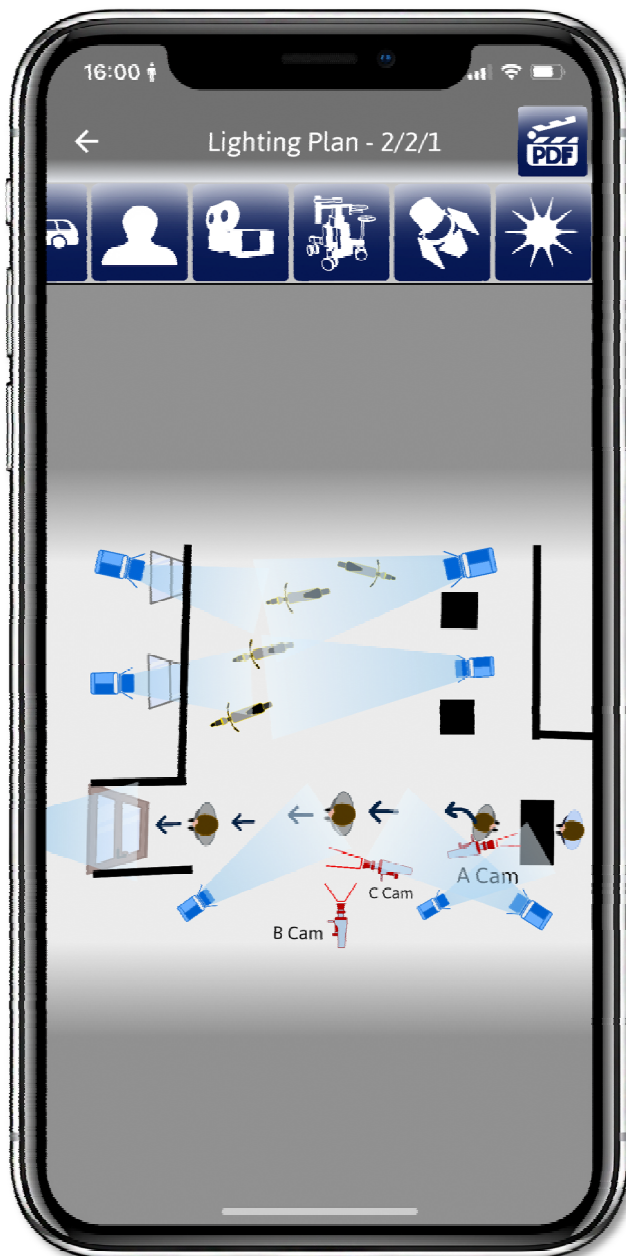
FILM RATING is a window showing the sensitivity of your film raw material, which also has two functions, i.e. pre-entered data, as well as an independent entry option. It is important that the database also contains 7 types of systems, EI/ISO, ASA, DIN, GOSZT, WESTON, SCHEINER, and BSI. By entering the initial letters or the value, for example, 200, the table already gives the associated name and data.

Among the dual-function windows, the related data of FOOTCANDLE and LUX, as well as KELVIN and MIRED, should also be mentioned. When you enter the data of LUX or FOOTCANDLE since the values of the two windows are related values, the data of the other window changes to the specified value. The same applies to the values of the KELVIN and MIRED windows since these are also related values.

EXTERIOR - INTERIOR - STUDIO indicates the filming location. Two functions can be selected here. For example **EXTERIOR** and **STUDIO**. After all, in countless cases, the filming imitating the exterior is made in an interior studio space. The terms **DAWN, DAY, DUSK, MAGIC HOUR,** and **NIGHT** (as seen in the first picture on the previous page) indicate the time of day or mood of the filming within the film. These terms are used when setting up a scene for filming. Once selected, the chosen time of day or mood is indicated by the color red.

With the data you have filled in so far, you have provided all the technical data necessary for recording and correctly exposing your film. A very important part is coming up, and this is the **LIGHTING PLAN** and its operation since by filling it in, it will be completely and immediately understandable for everyone how you imagine shooting the scene of your film.

You can use this function even if there is no script, or if you need to quickly create a plan for your upcoming scene, as the **LIGHTING PLAN** plan can also be exported as a separate PDF.

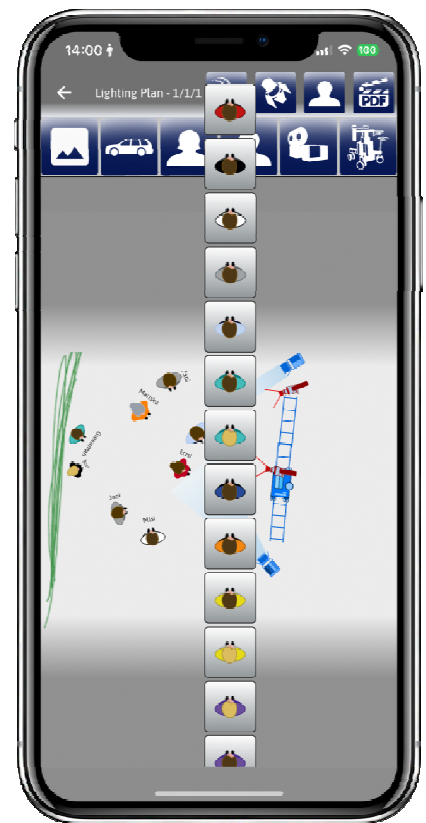
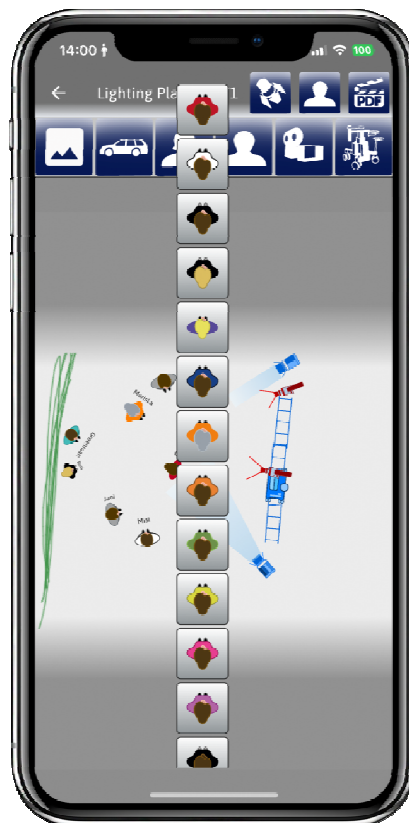
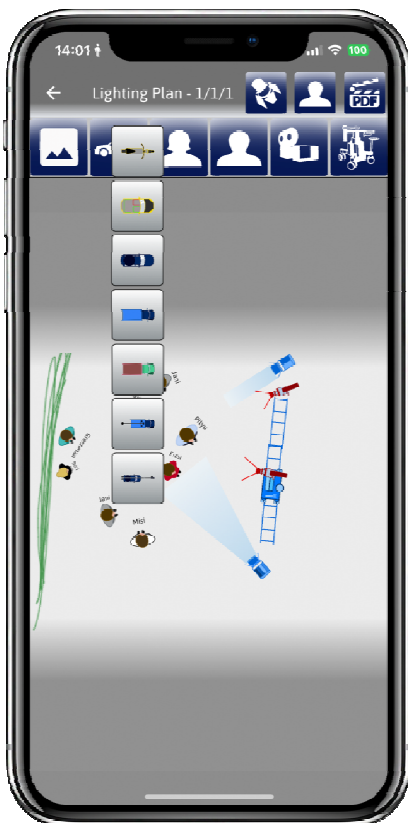
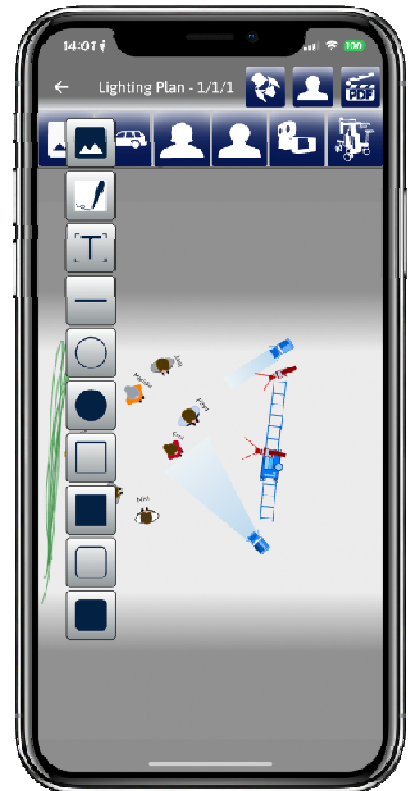


The **LIGHTING PLAN WINDOW** is one of the most important and complicated windows. At the same time, it is extremely easy to use. Here you can prepare the complete shooting drawing for the film scene, which will be the most informative part for the crew to implement your plan. On the **SCRIPT** page, tap the **LIGHTING PLAN** window to open the window. You can also zoom in with two fingers in the middle, so you can enlarge the surface you want to draw even more. After you have drawn your scene, you can zoom back with two fingers to reduce the size of your drawing. The **LIGHTING PLAN** function, which you create for the script page, greatly speeds up filming. After all, if the crew receives the specific page and the plan before the day of the shooting, the lighting and camera team will know from the picture what to set and where for the given shot. The actors will see how they will be lit, where they will stand during the recording of the given scene, where the lights will be, where the camera will move, etc.

The given **Lighting Plan** can be exported in PDF format by clicking the PDF icon at the top of the page. Click on the **DRAWINGS** icons shown above to open the **ICON** lines. The selected **ICON**, which appears in a black picture frame when selected, can be rotated and enlarged to its exact location in the lighting plan with two fingers.

The order of the ICONS is as follows in the photo on the page: Among the drop-down ICONS, you will find the image import at the top. For example, if you have a site plan or a technical drawing of the interior of an apartment, you can take a photo of it or import it from the gallery into the background as a photo. You can put the lights and light directions on it, you can prepare the lighting plan. So the image import can give a photo background.

With the Draw function, you can, for example, draw a Green background or add a drawing to the lighting plan. With the text input option, users can enter any textual information in the Lighting Plan window. For example, they can add markings such as "A cam," "B cam," and "C cam" next to the cameras to indicate the camera angle in the red, green, and blue Camera Plan windows, respectively, based on the image sequence. Under the Text option there are shapes, line, filled and empty circle and square, and filled and empty area with rounded corners. These figures can be walls or tables, chairs or any object or obstacle that complements the site plan.



The next ICON LINE is the vehicles. The motorcycle and the first car are what we can put our characters in. The other vehicles, except the bottom two, are accessories to illustrate a street scene. The last two vehicles are the camera vans.

In the following image, you can see the female characters represented in 15 different colors and the male characters in 20 distinct colors placed next to them. Moreover, there is a green CGI effect figure located at the bottom of the male characters' row.



In the next row of icons, you will find the cameras. The film camera, then the digital camera, and below that is the TV studio camera. Below it is a telephone or still camera, followed by three types of Drone cameras. Then the Digital and Film Steadicam camera with a cameraman and a handheld cameraman.

The next ICON ROW is for the camera moving tools. The very first is a JIB, which can be indicated by its size as 4 or 9 meters. Chapman Dolly and two types of Panther carriages with rails and two types of curves. The bottom three icons are the camera angles. 24mm, 50mm, and 120mm.

In the next row of the application, you can find Lights, LED and HMDI Spots in two different sizes, as well as Led, HDMI Halogen and KINO FLO, SoftBox, and clarifiers, Lestolite and Backdrop. In the middle of the row, you will find a photo showing the different light directions, as well as windows and doors that can be adjusted to control the light falling on the scene. The blue color represents 5600K, while the yellow color represents 3200K. You can choose between spot, diffused, and narrowed light options, as well as bulk light direction for clarification. Lastly, in the ICON tab, you will find various icons representing different movement directions.



Selecting the ICON is always inserted on the picture by pushing the selected ICON on the opened line, which you can enlarge and position with two fingers. When you put an ICON on the image, the DELETE ICON will appear at the top next to the PDF ICON. With this, you can delete the given ICON if you want to place another one on the picture. The DELETE ICON is always displayed only if an ICON on the image is selected.



Within the Film Project, you can adjust the "Lighting Plan Character Settings" and "Lighting Plan Lighting Settings" in the "Settings" menu, located at the top next to the PDF Icon in the Lighting Plan section. To access these settings, simply click on the "Lights" or "Characters" icon at the top of the page. As described in the "APPLICATION AND PROJECT SETTINGS - SETTINGS MENU" chapter, you can set the names of actors and types of lights in the Project Menu. Additionally, you can use the Lighting Plan copying feature, which is explained in the "A COPY - COPY FUNCTIONS" chapter. This will allow you to quickly duplicate your lighting plans for different scenes or setups, saving you time and effort.

The SCREENPLAY WINDOW on the SCRIPT page is not the same as the SCREENPLAY WRITE window. From the SCRIPT page, if you zoom in, you can read it, if you push it, the one page that can be seen on the SCRIPT page will open. Here you can color the text in red, green, and blue. With this, you can mark the script text of the image in the CAMERA PLAN window with colors. Here is the explanation of why the data in the CAMERA PLAN windows are indicated in three colors. This coloring also appears in SCREENPLAY WRITE. Here you can say to which picture the scene and dialogue you want to film will belong, etc. Also, if there is a change, you can cross out, underline, or highlight the text here. There is no need to enter the SCREENPLAY WRITE function.

IMPORTANT! Here, we cannot write into our script, we can only make markings, which can be found faster within the SCREENPLAY WRITE function.



It is possible to use the red, green, and blue markings more than once. This will not necessarily mean that you will want to cut back to that camera plan - because this is also possible if you want to film a dialogue with 3 cameras at the same time - but it can also indicate that the sequences of images will continue on the imported pages of CINEMATOGRAPHY CARD in the red, green, and blue. That is, if red, green and blue appear three times, it means that you will be able to assign 2 CINEMATOGRAPHY CARD pages to the scenario. Thus, the script page will consist of 3 SCRIPT pages.

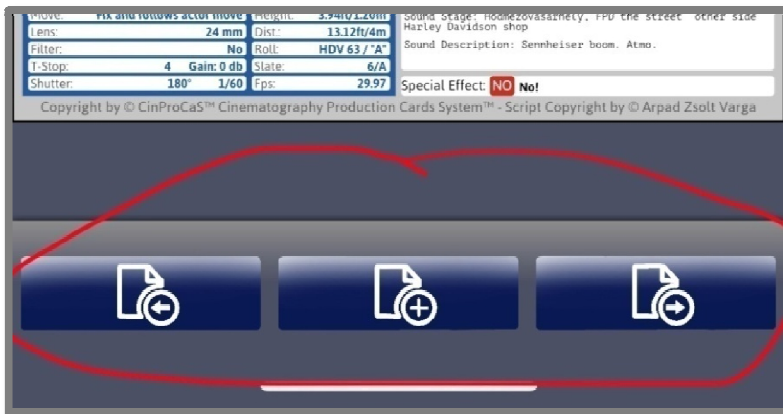
The SOUND STAGE and SOUND DESCRIPTION windows, as well as the SPECIAL EFFECT WINDOWS, are windows suitable for entering text. Only plain text can be entered here. As you can see in the photo, the character counter ensures that the text to be written out reaches the window. It is opened at the bottom of the SCRIPT page if you click on the white SOUND STAGE field.

The SPECIAL EFFECT can be marked as to whether it will be used or not. This will turn red when selected. If so, then we have the option to indicate with a few words, for example, GREEN screen or CGI effect. But you can enter here if it is raining, or if there is a fire or an explosion in the picture. SOUND STAGE denotes the shooting location. It can be a studio or a street address.

The SOUND DESCRIPTION gives the sound mixer an indication of what recording option you want from him/her. This is always decided by the sound mixer, but you can indicate what you think. The exact planning of the sound will be the task of the sound mixer.



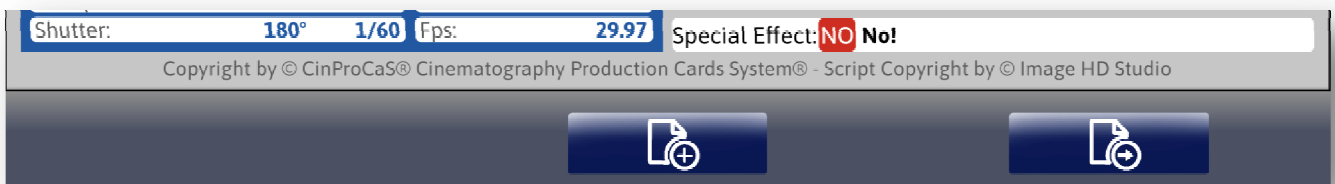
PLUS PAGE, NEXT PAGE BUTTONS can be found at the bottom of every **SCRIPT** page.



Using the **BACK BUTTON** (located on the left-hand side of the screen): You can navigate through open **SCRIPT** pages without having to close the current page and open another one. The **STEP FORWARD** function, which is typically used for scrolling to the right, can also be used to create new pages. If you already have 12 Script pages,

the Application will automatically suggest creating **SCRIPT No. 13**, **SCREENPLAY PAGE No. 13**, and **SCENE No. 13**, which can be renamed to any number except **SCRIPT No. 13**. Pressing the "Add" button will create a completely blank page with no data. This is different from the middle + **PAGE BUTTON**, which transfers all data from a completely filled **SCRIPT** page, including the **LIGHTING PLAN** drawing and the information entered in the **SOUND DESCRIPTION** window. However, it does not transfer the photos in the **CAMERA PLAN** window because a different camera angle may be used to continue the scene. This function is included so that you don't have to draw the same **LIGHTING PLAN** again if the same scene continues on the next page. If you are working with a pre-existing script, the Script page will remain unchanged, and the pages and content in the Screenplay will remain untouched.

LEGAL NOTICE - WHICH CAN BE FOUND AT THE BOTTOM OF EACH SCRIPT PAGE - AND DATA ENCRYPTION AND SECURITY.



At the bottom of each Script page is displayed the information displaying the Right Ownership. This includes:

Copyright by© CinProCaS® Cinematography Production Cards System® - Script Copyright by© (subscriber name or email address).

Its meaning is as follows. The Application, the shape, the form are fully copyrighted, the copyright owner of which is CinProCaS® Cinematography Production Cards System®.

The Content, i.e. the content of the Script (page), Copyright belongs to the subscriber, i.e. the owner of the email address.

This also provides legal protection for the content of the page, which is why it is indicated on every page. It is very important to interpret the two rights separately, since the content always belongs to the author, while the given form is the copyright of CinProCaS®. With the subscription, CinProCaS® provides the form for the content, which is not accompanied by the copyright. This is displayed not only within the Application but also on all PDF Export pages. The owner of the email address can confirm that the entered content is owned by him/her and was created by him/her. That is why it is important for everyone to set the appropriate ownership information in the "APPLICATION AND PROJECT SETTINGS "SETTINGS" MENU" settings in a readable

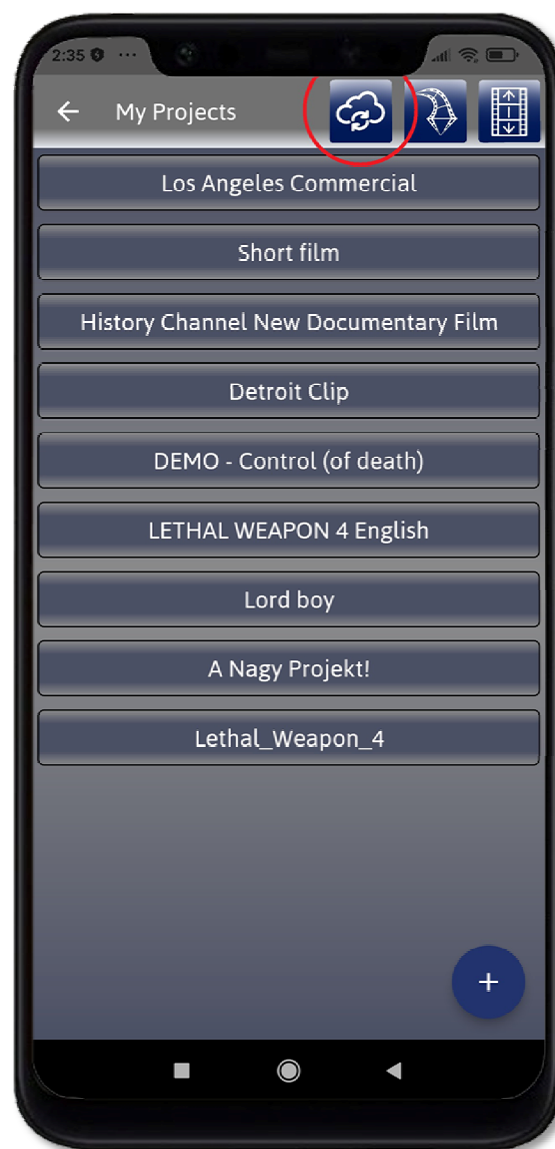
manner. In case of legal disputes, the owner of the email address can use their subscription and the legal information displayed on the PDF pages to prove that they created the content in question.

DATA ENCRYPTION - DATA SYNCHRONIZATION

The specified email address is also the main element of the content-encryption since the entered content is encrypted with 256 AES encryption based on this and the uniquely entered 6-digit PIN code. A unique encryption key is created for each user, which is stored in Google's system, in the cloud (Cloud Firestore). The project ID code is generated by Firebase. Thus, if the user logs in on another device (we allow 5 devices), then the user can only open the projects downloaded from the cloud on their devices after data synchronization and entering the PIN code. The PIN code can be activated with a fingerprint or Face ID when logging in, but the Desktop version will ask for a PIN code. It is important to write down your PIN code on paper. FireBase data protection is provided by Google's system. Due to the unique encryption key, each user can only read, use and develop his/her own project. PDF Export offers the possibility to share. In addition to synchronizing data, all users should also save their completed projects to their Google Drive or any external device.

IMPORTANT! Always sync the change you made on the last device, and when you log in on the other device, start with the sync, so you can always keep working on the last change! The Application automatically saves all changes to your device, no separate save button is required. If you do not want to use the application on another device, synchronization to the cloud is not mandatory, the program also works offline. However, during login, you need to be in online mode so that the system can verify your subscription.

The PIN code is only stored in the memory of the mobile device, which is immediately emptied when the user closes the app. So it is impossible to steal it because it is not stored anywhere. This information is also hidden from the admins, it is not uploaded to Firebase either. Logging in can be made easier with a fingerprint or FaceID, but just so you don't forget, the system will sometimes also ask for the PIN code. For more information on changing the PIN code, please refer to the "APPLICATION AND PROJECT SETTINGS "SETTINGS MENU" chapter.



IMPORTANT! The project ID code is generated by Firebase. What we see is the email address and the project address. We need to see the email address for registration. It is necessary for the subscription. The existence of the project address in the cloud is necessary because if you accidentally delete the project and request a restore, we can restore it to you within 7 days. After 7 days, the deleted project is permanently deleted. Of course, we can only restore it if you have synchronized your project in the cloud. If you accidentally deleted your work, write to us at support@cinprocas.com. Enter the email address of the subscriber and the address of the deleted project. We do not ask for any other data for the reset. AES256 unique encryption and the USER's own unique PIN code (or FaceID, fingerprint) ensure the encryption of CinProCaS Inc. and the individual protection of data.

You will also find the Privacy Policy and Terms of Service at the end of the User Manual. Please read it carefully because there are also some restrictions regarding the use of the software!

CINEMATOGRAPHY CARD SCRIPT PAGE STRUCTURE - DIFFERENCES

The pictures show the pages of the CINEMATOGRAPHY CARD and the FILM PROJECT SCRIPT.

The difference can be seen not only in the color of the page but also in the section below the LIGHTING PLAN window on the right (marked with a red frame). Everything else is exactly the same on both sides.

On the FILM PROJECT SCRIPT page, you can read SCREENPLAY, which is the script of your film, while on the CINEMATOGRAPHY CARD page you can see the data required for lighting, lab, and coloring, and can be entered by entering text.



If you are not working on a feature film, but rather a music video or commercial, and you do not have a written script, or simply want to use the application for faster communication, you can quickly put together the plan for the given project. In this way, the Cinematography Card section can be used for anything, whether it is for separate film projects or for designing individual scenes.

CINEMATOGRAPHY CARD - LIGHT USED AND LIGHT VALUES

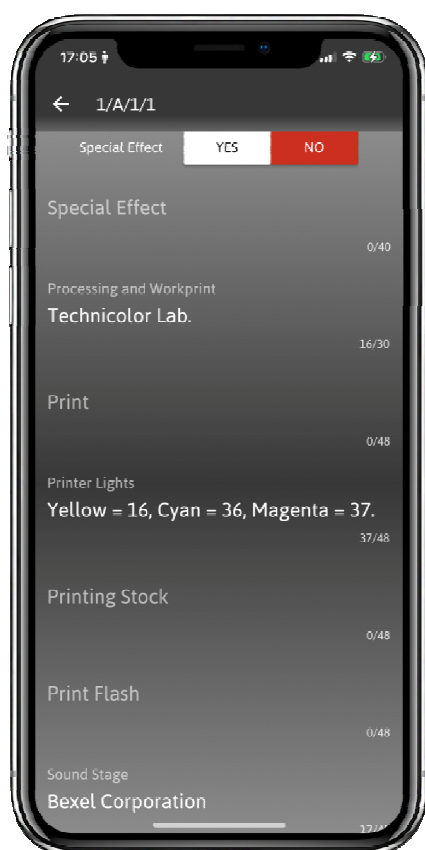
The role of the Light Used window is to allow the Cinematographer to record the exact type of lights to be used on the shoot, which he/she has drawn in the Lighting Plan window. He/she can determine the list, number, and type of devices required for accurate lighting. The window allows you to enter a specific character in the 1.3.3 Application.

The data listed in this window is equally important to the Grip team, the gaffer, and the film production manager.

The role of the Light Values window is for the cinematographer to determine the light values for the characters, objects, and environment in the scene drawn in the Lighting Plan. You can enter what you want to measure in the plan, or - if you use it during filming - what values you measured with your light meter. This is crucial information for the grip team and the lighting crew to understand how the director of photography envisions the scene's exposure and what data they want to measure.



THE CINEMATOGRAPHY CARD- PROCESSING AND WORKPRINT



SPECIAL EFFECT: with marking and description, the cinematographer can indicate here what effects he/she wants to use in the scene. It can be fire, water, rain, green or blue screen, or CGI effects, etc. you can enter here.

The main role of the Processing and workprint window is that if the film is prepared for film raw material, the cinematographer can determine the film development data and raw material information for the film lab. If the film is made on a digital system, you can provide the data to the Colorist and the film editor. Here, the cinematographer can enter data related to the film's color, brightness, contrast, and Gamma value. If you haven't used the LUT window, you can still provide a preliminary plan or concept here.

Here you can also enter the **SOUND STAGE** information, that is, what the shooting location will be if you do not use the **FILM PROJECT** page.

The **CINEMATOGRAPHY CARD** is basically a function that the film prepares for the cinematographer, setting the technical data of the film. And he/she can assign it to the **FILM PROJECT** as an extra page.

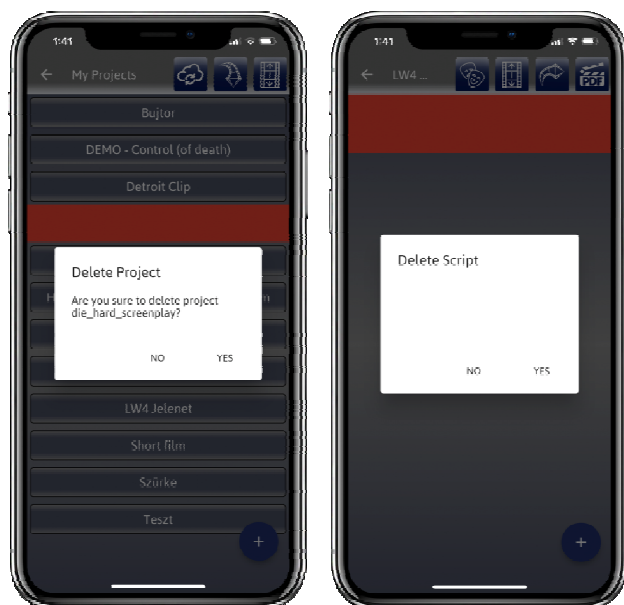
ARRANGEMENT - REPLACEMENT OF SCRIPT PAGES

Not only can you arrange the SCRIPT pages in ascending or descending order based on the date and Script No., but you can also change the order of the SCRIPT pages if you wish. It is important to note that we do not recommend using this function when working with imported scripts because it can cause confusion by swapping the pages of the script. If you are on the CINEMATOGRAPHY CARD page, you can always change the order there. In the FILM PROJECT, if you know that you will not be working with a script and will not be using the SCREENPLAY WRITE function, you can also rearrange the



pages. The movement is very simple; hold down the selected SCRIPT page with your finger, and once the edge turns white, you can move it up or down. Once you have placed it in its new position, the Script No. will change to reflect its new location. This way, you can create any order you like, even if you want to swap two scenes or certain shots.

PROJECT DELETE AND RESET - SCRIPT PAGE DELETE



You can delete a Project by pushing it to the left of the screen. In this case, a warning will appear, and if you press the YES button, the Project will be deleted.

IMPORTANT NOTICE:

If you have synchronized your Project with the cloud, deleted it, but have changed your mind, there are two things you can do. You can exit without synchronization and then restart the app and log in again. If you still cannot retrieve your project, please send us an email at support@cinprocas.com.

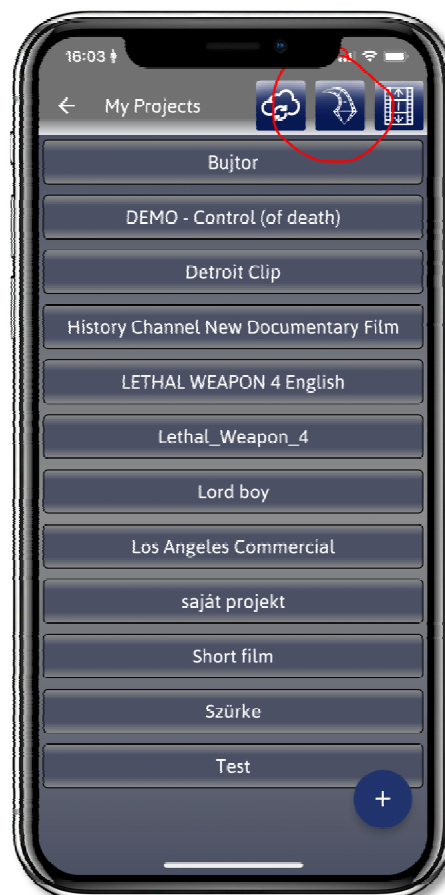
Write us the subscriber's email address, name, and address of the deleted project. We can get it back to you within seven days. At the end of the seven days, the deleted project is permanently deleted from the cloud.

If you haven't synchronized it with the cloud, the deleted project cannot be restored, because it was only stored on your device! To delete a SCRIPT page, simply swipe it to the left. However, please note that a deleted SCRIPT page cannot be restored.

THE PROJECT IMPORT FUNCTION

Upon entering the FILM PROJECT, the second icon in the top row is the PDF and PROJECT IMPORT. The PDF IMPORT function for importing the screenplay was already explained earlier in the "4 WAYS TO CREATE A NEW PROJECT" section on page 13. The PROJECT IMPORT function allows you to re-import previously exported projects. It is important to note here that the CinProCaS® Application can also import the FilmProCaS Application export, that is, you can read not only your previously exported CinProCaS® projects but also the FilmProCaS Application projects. The essence of Project Import is that if for some reason you were unable to finish your Project and you wish to deal with it at a later date, you still have the opportunity to continue.

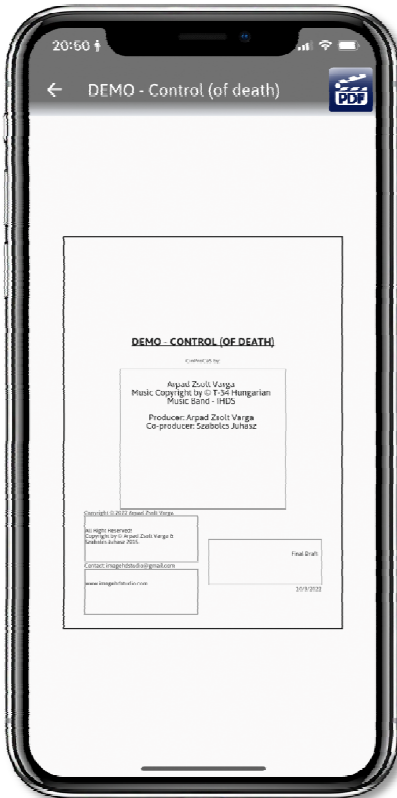
IMPORTANT! We strongly advise all users to export their projects once they have finished working on them and save them to their own Google Drive or Dropbox account in a dedicated CinProCaS Projects folder, or to their computer or mobile phone. In all cases, the saved file is stored with the project title and the .cinprocas file extension. Furthermore, please note that the saved project can only be imported by the owner of the project and with knowledge of the PIN code. Without the PIN code, the project import will not be successful.



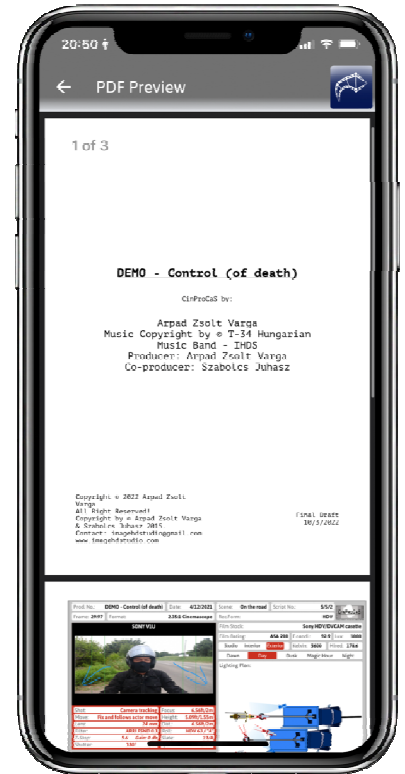
PROJECT EXPORT AND PDF EXPORT FUNCTIONS

Project Export, as shown in the picture below, is available from the SCRIPT list. We have the option to export the entire project or only certain SCRIPT pages. The same can be applied to the PDF Export. We have the option to create a PDF Export by selecting only a few SCRIPT pages or to create a complete PDF file from the entire Project. The order of the SCRIPT pages can be adjusted using the SORT button based on ascending or descending SCRIPT No. The order can be sorted by date too in descending or ascending order. From within the SCRIPT page, the LIGHTING PLAN can be exported in PDF format. **IMPORTANT!** We can export to the locations used and set on our mobile, for example, we can send the PDF Project to email, Google Drive, Dropbox, or any storage location set on our device.

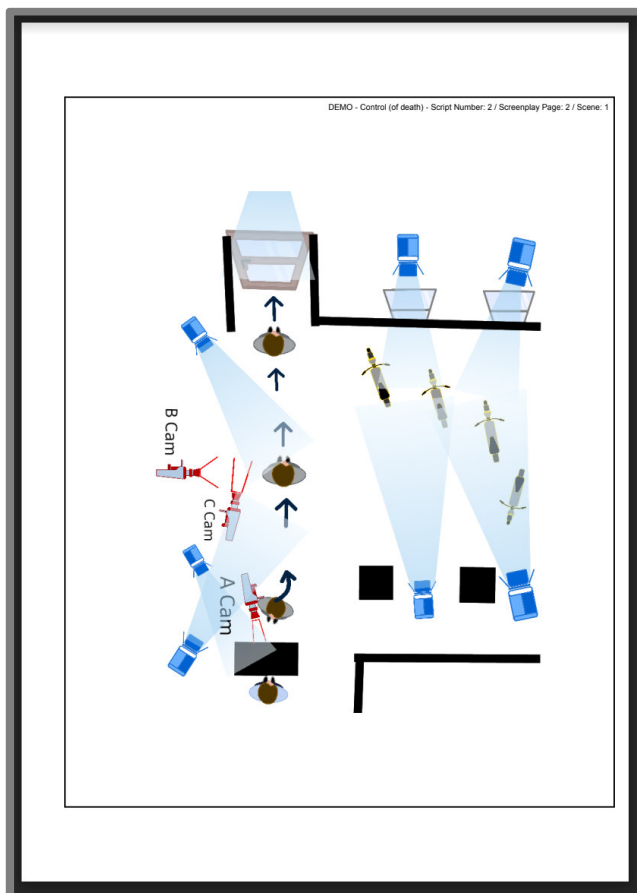




In PDF Export, a "cover page" will appear (on the left) which will be the first page of your script. This page is not numbered but it is important to fill it out! The title of your movie in the PDF export will be the same as the title of your project and cannot be changed during PDF Export in version 1.3.1. If you want to change the title, you have to go to the "Project Settings" menu and make the changes there. Underneath, "CinProCaS by:" indicates that the person who reads it will not only see a standard script but a CinProCaS film plan, which is much more detailed than any other script he has ever held. Copyright by: the author, that is, the email address



or name at the bottom of the SCRIPT pages, "contact" is also the email address, and here you can enter a phone number, other contact information, or the name of the studio for whom you made the film plan. On the right side of the "cover" is the number of the version, "Final Draft", i.e. final, or only the first, second, fifth transcript, etc. In addition, the date of that day is visible, which cannot be changed either.



IMPORTANT! The time it takes to create a PDF export varies. It depends on the device, the number of pages, the quality, and quantity of photos, etc. Therefore, if you export more than 10 pages, the application will display a warning sign indicating that the PDF export may take some time, do you want to work on it? It is therefore advisable to start PDF Export when your device has time to work on it. Exporting a 120-page CinProCaS scenario fully filled out and full of photos can take 20-25 minutes. Therefore, in the case of PDF Export, always think about when you start it.

LIGHTING PLAN PDF Export is much faster as you only need to create a single page, so it's done in seconds. It displays our **LIGHTING PLAN** drawing rotated in A4 size. It also displays the data of the **SCRIPT** page at the top so that you can identify which scene it belongs to.

USER DELETE AND THE CANCEL SUBSCRIPTION FUNCTION

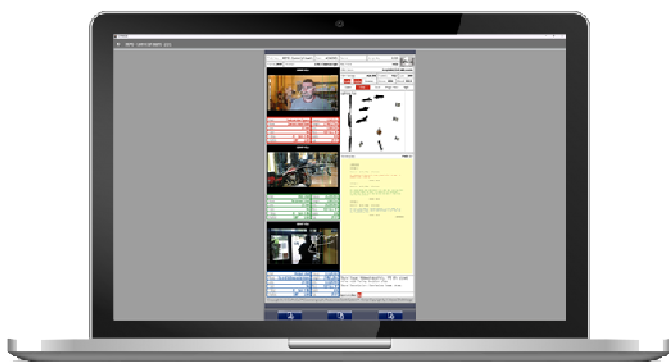


On the main page, you will find the menu button located at the top right corner. Clicking on this button will allow you to review our Terms of Service and Privacy Policy, as well as to contact us, the creators, via email. You can also change your monthly subscription to an annual subscription from this menu. To cancel your subscription, you can navigate to the "Settings" menu, and you will have 30 days from the last subscription to do so. Your subscription will renew automatically, and you will be notified by Google Play or the Apple Store. If your subscription has been deducted but 30 days have not yet passed, you can still use the application for the remaining days. After 30 days, the system will alert you for three additional days (31, 32, and 33), and then switch to Demo mode. In Demo mode, you can still view your projects for an additional 14 days, but you will not be able to make changes to them unless you subscribe again. If 14 days pass without renewing your subscription, your projects will be removed from your devices. However, if you have synchronized your projects with the cloud, they will remain there for an additional 6 months. If you do not renew your subscription within 6 months, your projects and

user account will be permanently deleted. If you do decide to resubscribe within this 6 month window, you will be able to download your projects from the cloud and continue working on them. If you would like to permanently cancel your subscription and delete your user account and all associated data, you can do so by clicking on the "Delete User" button located on the Settings/Profile page. All of your data will be deleted immediately. For more information on application and project settings, please refer to the "Settings" menu.

THE DESKTOP VERSION

You can download the 1.3.1 Desktop version of the application from either the Apple Store or Microsoft Stores, but it requires a separate subscription. When you launch the Desktop version, it will check for the presence of a valid subscription. If a subscription cannot be found, or if your computer is offline, the application will not start. This means that you can work on your projects on any combination of iOS, Windows, macOS, or Android phone systems. Our goal is to make our application platform-independent so that you can work seamlessly across all your devices.



When you have downloaded the Desktop version and logged in, it is **IMPORTANT** that you first synchronize with the cloud, so that your projects created on your mobile, which you have uploaded to the cloud, are downloaded to your computer. **VERY IMPORTANT!** In any case, if you work on several devices, **SYNC** should be your last move, and when you log in on another device, **SYNC** should be the first!

Because if you synchronize the projects in the cloud and you haven't uploaded the previous changes, they will be deleted within the projects. In any case, please think the process of SYNCHRONIZATION through.



The specialty of the Desktop version is that it uses the entire image, that is, the left side of the SCRIPT page opens to the left, and the windows on the right side open to the right. In this way, you can work comfortably and simultaneously on image cutouts, technical data, and the preparation of the LIGHTING PLAN on a completely transparent surface. In the mobile application, you can zoom in with two fingers, while in the DESKTOP version, on WINDOWS and macOS, you can zoom in and rotate the icons by pressing and moving the left SHIFT and left CTRL buttons + LEFT MOUSE. There is no need to save here either, the system automatically saves all your hits. With cloud synchronization, jobs can be transferred to your mobile device and continued there.



If you have any questions or concerns, please do not hesitate to reach out to us. You can email us at info@cinprocas.com and we will do our best to assist you. We are committed to providing you with the best possible experience and we take pride in our work. Thank you for using our application and we hope you find it helpful in your endeavors.

Good luck!

TERMS OF SERVICE

These Terms of Service are effective from 1 July 2023 (“**Terms**”).

I. General terms, service provider

Please read these Terms carefully as they govern your use of CinProCaS, your interaction with our services, any websites we own or operate and any purchases made regarding CinProCaS (“**Product**”).

These Terms are entered into between you and the service provider, Cinematography Production Cards System Incorporated (690 Main street #1029 Safety Harbor, FL US 34695). Cinematography Production Cards System Incorporated is referred to as “CinProCaS Inc.” or “we” in these Terms.

By using our Product, you are agreeing to these Terms – without agreeing to these Terms you may not use our Product. CinProCaS Inc. reserves the right to modify these Terms unilaterally. Should these Terms be modified by us, we will notify you in the Product. Continued use of the Product means that the modified Terms will apply to you.

If you breach these Terms, we may take action against you, including but not limited to terminating your account. In case of termination due to breach of Terms, CinProCaS Inc. will not be held liable for any loss due to termination, nor will we reimburse or refund any services lost.

These Terms constitute the entire and exclusive agreement between CinProCaS Inc. and you regarding the Product. These Terms supersede and replace all prior agreements between CinProCaS Inc. and you regarding the Product.

If any provision of these Terms is held invalid or unenforceable, that provision will be enforced to the maximum extent permissible and the other provisions of these Terms will remain in full force and effect. You may not assign or transfer these Terms, by operation of law or otherwise, without prior written consent from CinProCaS Inc. – any attempts to assign or transfer these Terms without such consent are invalid. CinProCaS Inc. may freely assign or transfer these Terms without restriction, and the transferor or assignor shall not remain jointly or severally liable.

Neither CinProCaS Inc. nor any other party involved in creating, producing, or delivering the Product shall be liable for any damages, injuries, nonperformance or delay in performance by reason of any act of God, weather, fire, flood, acts of terror or foreign enemy, network failure, governmental order or regulation, trade dispute, or any other cause beyond its respective control. The Product may contain links to third-party websites or resources, not operated or controlled by us. These links are provided as a convenience only, and CinProCaS Inc. assumes no responsibility for those websites or resources displayed.

Any notices or other communications provided by CinProCaS Inc. under these Terms, including those regarding the modification of these Terms, will be given via email or through the Product. For notices made by email, the date of receipt will be considered the date on which the notice email is transmitted to the email address provided by you.

Any failure or delay on the part of CinProCaS Inc. to enforce any right or provision of these Terms will not be considered a waiver of such right or provision. The waiver of any right or provision under these Terms shall only be effective in writing and signed by a duly authorized representative of CinProCaS Inc.

If you have any questions about these Terms, please contact CinProCaS Inc. at cinprocasinfo@gmail.com or 690 Main street #1029 Safety Harbor, FL US 34695

II. Your data

To provide our Product, we need information about you, and we only use your information where we have a legal basis to do so. Please refer to our Privacy Policy to help you understand what information we collect, how we use it and what choices you have when you use our Product.

III. Use of the Product

1. Registration

Your use of the Product requires an account created in CinProCaS, access to a supported device and an active internet connection. You can create an account by using your existing Google account, Apple ID or creating a bespoke account with your email address and a password provided during registration. You agree that you will not disclose your account password to anyone and will notify us immediately of any unauthorized use of your account. We take our information security obligations seriously; however, you are solely responsible for all activities occurring under your account, regardless of who is acting on the account. Your account is tied to either an existing Google account or a created email address and password combination – anyone in possession of these may be able to access your CinProCaS account. CinProCaS Inc. shall not be held liable for any damages resulting from the provision of false or erroneous data – including your email address.

During first startup of the Product on the user's device a prompt will appear to provide a 6 digit unique PIN. This PIN will then be required on every further startup of the Product on that device, without it access to the Product is denied. This PIN is in no way stored or accessed by CinProCaS Inc., it is read from encrypted device memory. Should the user forget or lose their PIN, CinProCaS Inc. is unable to help with restoring it.

2. Account termination

We may suspend or terminate your access to and use of the Product at our sole discretion at any time after written notice to you, in which we detail the suspected violation and provide steps to remedy the situation or contact us.

If your account subscription is expired for more than 6 months your account will be terminated and the connected user information irretrievably deleted.

You may terminate your account at any time through the Product.

3. Appropriate use

In conjunction with your use of the Product you also agree that in creating your user data it is your responsibility to act in accordance with applicable law. You understand that CinProCaS Inc. cannot monitor encrypted user information and thus may not monitor or moderate user content.

IV. License to use

Subject to your compliance with these Terms, CinProCaS Inc. grants you a limited, nonexclusive, nontransferable, non-sublicensable license to download and install a copy of CinProCaS on up to 2 devices and to use CinProCaS for personal or commercial purposes. Except where permitted under applicable law, you may not copy, modify or create derivative works based on CinProCaS, distribute, transfer, sublicense, lease, lend or rent CinProCaS to any third-party, reverse engineer, decompile or disassemble CinProCaS. This protection extends to all functionalities of the Product. It shall be noted that CinProCaS Inc. cannot access user data generated or stored in the Product, nor does CinProCaS Inc. claim any right of ownership or right to use user data. CinProCaS Inc.'s legal rights extend to the protection of the Product as provided by CinProCaS Inc.; however, all user generated or stored information in the Product is exclusively owned by the user and CinProCaS Inc. may not inspect, analyze, use or sell user generated or stored information. User data is protected by industry standard encryption. CinProCaS Inc. has no access to encrypted user data nor may it provide access to third parties.

The CinProCaS Products requires a monthly or yearly subscription for full functionality use. Monthly subscriptions expire 30 days, yearly subscriptions expire 12 months after the day of purchase, however without express cancellation by the user the subscription is renewed automatically at the end of the billing period. Without an active subscription the Product is usable in demo mode only. In demo mode all Product features are available to try, however changes made to projects are not saved. In demo mode your previously created and saved projects are kept intact and are viewable for 14 day, but edits cannot be saved. If you do not renew your subscription within 14 days of expiry your previously saved projects are automatically deleted.

The CinProCaS Products require an online connection to the CinProCaS Inc. servers at least every 30 days in order to check subscription status. Should the Products fail to establish an online connection with the servers within 30 days they will automatically switch to demo mode.

Projects deleted (either by the user or automatically) may be restored by CinProCaS Inc. within 7 days from deletion. Project restore may be requested by the creating user by submitting their email address and the title of the deleted project. CinProCaS Inc. cannot access the contents of deleted projects, nor projects during restoration (due to encryption) – restored projects can only be accessed by the creating user.

V. Content rights

Subject to your compliance with these Terms, CinProCaS Inc. grants you a nonexclusive, nontransferable, nonsublicensable, revocable, limited license to download, view, display and use CinProCaS solely for your permitted use. All text, software, scripts, graphics, photos, sounds, music, videos, combinations, communications, interactive features, works of authorship of any kind and information or other materials that are provided by CinProCaS Inc. are owned by CinProCaS Inc.

Any Content a user of CinProCaS generates or stores in the Product is considered user content (“**User Content**”).

By using CinProCaS you consent to the following:

- projects printed from CinProCaS will bear the CinProCaS Inc. logo and company name on the top and bottom of the page
- if your film project is made with the use of CinProCaS you are required to place “**This project was made with CinProCaS**” at the end of the film credits.
- If your film project is made with the use of CinProCaS and the production budget exceeds 1 million USD you are required to place “**This project was made with CinProCaS**” at the end of the film credits along with the CinProCaS Inc. logo. In this case you are also required to notify CinProCaS Inc. about the title of the film, the name of the production company, the distributor, the producer, the director and the main cast, and the date of the premier. The CinProCaS Inc. logo may be downloaded from <https://www.cinprocas.com/faq-help/>

CinProCaS Inc. has no monetary or other claims regarding projects made with CinProCaS beyond what is detailed in these Terms.

VI. Disclaimer of warranty

The Product is provided by CinProCaS Inc. “as is”, without warranty of any kind. Without limiting the foregoing, CinProCaS Inc. makes no claims of merchantability, fitness for a particular purpose, enjoyment, non infringement. CinProCaS Inc. makes no claims that the Product will meet any requirements, or be available on an uninterrupted, secure, or error-free basis.

CinProCaS Inc. is not responsible for the availability or quality of third-party services, including cell phone networks, hotspots, wireless internet, and other services. Such third-party services may affect your ability to utilize the Product, and you hereby waive and release CinProCaS Inc. and any other party involved in creating, producing, or delivering the Product from all claims, demands, causes of action, damages, losses, expenses or liability which may arise out of, result from, or relate in any way to such third-party services.

VII. Limitation of liability

CinProCaS Inc. shall only be held liable for damages caused intentionally or gross negligence on its part.

To the fullest extent permitted under applicable law, neither CinProCaS Inc. nor all other parties involved in creating, producing or delivering the Product will be liable for any indirect, incidental, special, punitive, exemplary or consequential damages, including but not limited to lost profits, loss of data or goodwill, service interruption, device damage, system failure, cost of substitute services, arising out of or in connection with the use of or inability to use the Product— whether based on warranty, contract, tort, negligence, product liability or any other legal construct, with no regards to whether CinProCaS Inc. was advised of the possibility of such damages. To the fullest extent permitted under applicable law, under no circumstances shall CinProCaS Inc.'s liability exceed the value of your transactions in using the Product.

The exclusion of liabilities set forth above are fundamental elements of the agreement between CinProCaS Inc. and you. Should you choose not to accept the above limitation of liability, you may not use our Product. Use of our Product means you agree to these Terms and the limitation of liability set forth above.

VIII. Complaint management

Complaints about the Product may be communicated in writing to CinProCaS Inc. in writing at cinprocasinfo@gmail.com or 690 Main street #1029 Safety Harbor, FL US 34695. CinProCaS Inc. is required to investigate and respond to the merits of the complaint in writing.

PRIVACY POLICY

This Privacy Policy is effective from 1 July 2023 (“**Policy**”).

Overview

CinProCaS Inc. collects the minimum possible Personal Data in order to provide services to you. This Privacy Policy details all cases and processes related to the collection of your Personal Data. When using our services you will be prompted to provide us with certain personally identifiable information that can be used to contact or identify you. With your express permission we will manage the following Personal Data:

- Your first and last name
- Your email address
- Your Google/Apple/Microsoft unique ID (if you sign up using their authentication services)
- Usage cookies on our website

The managed Personal Data may be used for the following purposes but only as specified in this Privacy Policy:

- To provide and maintain our services
- To notify you about changes to our services
- To provide customer support
- To gather analysis or valuable information so that we can improve
- To monitor the usage of our services
- To detect, prevent and address technical issues

IX. Introduction

This Privacy Policy will help you understand what information we collect, how we use it and what choices you have during your use of CinProCaS, your interaction with our services, any websites we own or operate and any purchases made regarding CinProCaS (“**Product**”).

This Privacy Policy complements our Terms of Service which set out the agreement between you and Cinematography Production Cards System Incorporated (“**CinProCaS Inc.**”). By using our Product, you agree to this Policy– without agreeing to this Policy you may not use our Product. CinProCaS Inc. reserves the right to modify this Policy unilaterally. Should this Policy be modified by us, we will notify you in the Product. Continued use of the Product means that the modified Policy will apply to you.

CinProCaS Inc. (690 Main street #1029 Safety Harbor, FL US 34695) is the data controller responsible for maintaining and enforcing this Privacy Policy and ensuring the safety of your private data. If you have any questions or comments regarding this Policy, you may contact CinProCaS Inc. at: cinprocasinfo@gmail.com Cinematography Production Cards System Incorporated is referred to as “CinProCaS Inc.” or “we” in this Policy.

X. Information we collect and use

This Privacy Policy covers our use of any identifying information (“**Personal Data**”) we may collect about you during your use of our Product. We need to collect this information to provide the Product to you as outlined in the Terms of Service.

The following Personal Data is collected about you by us:

- When you register for our Product, you give us Personal Data voluntarily. We collect and use that information to authenticate you when you register an account and use the Product, to make sure you are eligible to receive the Product. During registration you may either use your pre-existing Google account, Apple ID or create a bespoke account with your email address and a password. Using your pre-existing Google account or Apple ID with its external single sign-on service means your data is subject to Google's or Apple's applicable privacy policy and your privacy settings with Google or Apple.
 - o If you choose to link your Google account to our Product, we will collect the email address provided by Google and an authentication token provided by Google as well as your name if your privacy settings allow us to access it. Google may notify you that additional information is accessible by us in your profile, however CinProCaS Inc. does not collect any more information than what is described in this Policy.
 - o If you choose to link your Apple ID to our Product, we will collect email address provided by Apple and an authentication token provided by Apple as well as your name if your privacy settings allow us to access it. Apple may notify you that additional information is accessible by us in your profile, however CinProCaS Inc. does not collect any more information than what is described in this Policy.
 - o If you choose to create a bespoke account – or your Google privacy settings restrict our access – you will have to provide a valid email address and a password.
 - o Data collected during registration is stored until your account is deleted. You may request to have your account deleted or the data provided during registration modified at any time.
- When you make a purchase through the Product (in-app purchase) additional Personal Data may be provided to us by the payment provider. This data may include your name, mailing address, phone number, country of residence, date of birth and email address. This data is subject to the privacy policy of the Google Play Store or the Apple App Store or the Microsoft Store – depending on your system of choice. Your payment data (credit card number, financial information) is never shared with or collected by us.
- When you visit our website www.cinprocas.com you will see an information banner regarding the use of cookies. These cookies are utilized by WordPress, our website engine. CinProCaS Inc. does not collect or store any information with the use of cookies.

Your Personal Data is used for the following additional purposes:

- We may use your email address to communicate with you and provide support.
- We may use your email address to share updates and news about our Product with you. This feature is optional and is only used if you expressly sign up for email updates.

XI. Information we share about you

CinProCaS Inc. does not mine, share or sell your Personal Data to third parties. Your data is stored in Google Firebase which is required to provide the Product to you. This data is only used to provide the Product to you, and Google Firebase may not use or disclose your Personal Data for any other purpose. For more information and for the terms of service of Google Firebase please visit <https://firebase.google.com>.

All user data created using the Product or uploaded to it is safely stored in Firebase, encrypted with the AES protocol. CinProCaS Inc. does not have the decryption keys for the user data, therefore we can never access user created information. User data within the Product is stored in “projects”. These projects cannot be accessed by CinProCaS Inc. Only the following user information is logged:

- device operating system version and device make (in order to manage connected devices – max 2)
- application version number
- last login date
- last project edit date, the title of the edited project

We may also cooperate with government and law enforcement officials to comply with the law. We only share information about you to government or law enforcement officials to respond to legal claims, to protect our or your rights and safety and to investigate, prevent and stop any activity that we consider illegal, unethical or legally questionable. As detailed above, unless otherwise noted in this Policy, CinProCaS Inc. encrypts user data therefore legal compliance can only extend to the sharing of the encrypted files – CinProCaS Inc. has no ability to decrypt encrypted user information, the encryption keys are tied to the user accounts.

XII. How your data is stored

CinProCaS Inc. operates within the United States of America, however due to the general infrastructure of the internet, your data may be transferred to and stored in a country other than your residence. Wherever your data is transferred to or stored we will provide a similar degree of protection as required by your country of residence. For residents of the European Union (or the European Economic Area) this means the degree of protection provided by EU Regulation 2016/679 the General Data Protection Regulation (GDPR).

We take all reasonable measures to secure and protect your Personal Data from accidental loss, unauthorized access or use, improper alteration, or disclosure. Your unencrypted Personal Data is only accessible by CinProCaS Inc. and parties necessarily involved in creating, producing, or delivering the Product. Your encrypted Personal Data is only accessible by your user account. All handling of your Personal Data is subject to this Policy regardless of the data handler. CinProCaS Inc. is legally required to notify you in case your Personal Data is lost, breached, or mishandled.

XIII. Your rights over your data

You may at any time:

- request access to all Personal Data we store about you
- delete or correct your Personal Data
- ask us to stop using your Personal Data and request it deleted
- file a complaint with a regulatory agency

To exercise your rights, you may:

- where applicable use the options provided to you within the Product
- contact us at cinprocasinfo@gmail.com

XIV. Third party access

During your use of our Product you may access links to third party websites or resources, not operated or controlled by CinProCaS Inc.

Any information you provide to third party services or that is collected by these services are subject to the respective party's privacy policy. CinProCaS Inc. assumes no responsibility for the content, privacy, policy, or security of any third-party services.

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Website: <http://www.cinprocas.com>**