

The Deal Sheet

The deal sheet contains all the information about the contract and royalty payments for an accepted/published work.

Creating a Deal Sheet

When you tell MacAgent that a submitted work has been accepted for publication (by selecting the “Accept” response in the Submissions window), the “Show deal sheet” button will appear. When you click on this button, the Deal Sheet window will appear.

The Deal Sheet Window

This window displays all the information about the contract and royalty payments for an accepted/published work.

The scrolling list at the bottom of the window is called the Payments list. It displays a list of the royalty payments that you have received from the publisher. When you click on the Payments list, it will display a dark border around itself to indicate that it is active. Once it is active, you can use the items in the Payment menu to add and remove royalty payments.

The Payments List

The Payments list displays a list of the royalty payments that you have received from the publisher. To edit an item in the list, simply click on it and type in the new information just like you would with any other item in the window.

To move to a different item in the list, you can either click on it, or use special key combinations. For example, the tab key will move you one column to the right, while the return key will move you down one row. The keys are summarized below. Note that the number keys that can be used are in “natural” positions on the key pad. The enter key on the key pad has the same effect as the return key on the main keyboard.

Down: <return>
<option> <down arrow>
<option> 2
<enter>

Up: <shift> <return>
<option> <up arrow>

<option> 8
 <shift> <enter>

Right: <tab>
 <option> <right arrow>
 <option> 6

Left: <shift> <tab>
 <option> <left arrow>
 <option> 4

Rearranging Royalty Payments in the Payments List

 To move a royalty payment up or down in the list, first select it. Then hold down the option key and click where you want to move it to. This will work even if you scroll the selection out of view.

The Payment menu

 When working in the Payments list, use this menu to add and remove royalty payments.

Add new

 Appends space for a new royalty payment to the end of the Payments list.

Duplicate

 Appends a copy of the information about the current royalty payment to the end of the Payments list.

Remove

 Permanently removes the information about the current royalty payment from the Payments list.