

Filling out Chronicle Sheets with Acrobat Reader

I have previously used Print to PDF to extract the Chronicle Sheet from the module so it is sitting there ready to be filled in

1) Open the Chronicle with Acrobat Reader

2) On the side, there is a series of options. Click on 'Fill and Sign', then under 'You' on the next screen, click on 'Fill and Sign' again. The Chronicle should then open.

3) Above the Chronicle is a series of tools. Click on the one you want to use.

|Ab – Used to enter text

X – Creates an X cross out icon. The blue dot on the bottom right is used to resize the object by clicking on it and dragging.

v – To select a 'tick' mark. This also has a blue dot for resizing.

O – Draw a circle/ellipse. The blue dot on the bottom right is used to resize the object by clicking on it and dragging. Dragging to the side or up/down, will turn the circle into an ellipse.

- - To draw a line. The line can be lengthened or shortened with the 'handle' on the right hand side.

. - Filled dots

Sign – to add your signature.

The large black dot signifies what colour the text and other icons are in. That colour is retained until it is changed.

Each icon you add can be resized and moved into position. Clicking on it will stamp it in place. To delete something you select it with a click then select the trash can or press the DEL key. Most icons retain their size/length, so you can make multiple copies of the same size and shape with just single clicks.

Text can also be dragged into the appropriate location. Clicking on the two 'A' icons will also shrink or enlarge the font to make it fit properly in the space. Note that, once the font is changed, it will stay that way for subsequent text drops until it's changed again.

Also note, that once the signature is dropped, everything gets locked into place, so make sure everything is correct before placing it.

To save time, things that are repeated over all the Chronicles to be issued, such as Event Number/Name, GM Number, Date, XP, Fame, and Credits Garnered (depending on Tier) are entered, then the Save As command is used to create a separate PDF file labelled either Chronicle-LT or Chronicle-HT depending whether or not the players were playing high tier or low tier. If a low tier chronicle is being created, this is also the time to strike out the high tier rewards before saving.

The resulting file can then be used to add the rest of the information such as the player's society and character number, day job result, and any other notes such as skittermander boons. If the player was playing Out of Tier, then the Credits Garnered/Gold Gained can be edited and any ticks or other indicators moved to the OOT boxes.

The last thing that should be done is to add your defined signature to the Chronicle as adding the signature 'locks' all the icons in place, preventing them from being edited. So check that everything is correct before doing this.

Finally use 'Save As' to save the edited chronicle with a new name (I usually attach the character name) otherwise you'll overwrite the original, which would be undesirable since you have to repeat this process for each character.

That's basically it. Try it out and experiment to get the hang of this tool.