



PDFfoundry

User Manual

If you're seeing this - it means your system now supports *PDFfoundry*, a FoundryVTT PDF reader. This guide goes over the features available and their use. This user manual also functions as a demo, and you can always access it through the **settings menu**, if you wish to do so later.

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1 How to Use

One of the reasons *PDFFoundry* requires integration with a system is it's tight integration with the core system. You do most things in *PDFFoundry* through *items*. Just like you would normally create a weapon or armor, you can create a PDF. You'll have the option to setup what file on the server this PDF points to (or upload one), as well as a few other options.

1.1 Adding a PDF

This section outlines basic steps to adding a new PDF and outlines what each PDF setting does.

Step 1 Open the **Items Directory** and click **Create Item**. Enter a **Name**, in Figure 1 I've chosen to add the core rule book for the RPG *Lancer* ([available for free online!](#)), so I'll name this one *Lancer Core Rulebook*. Select **PDFFoundry PDF** for the **Type** drop-down, then click **Create Item**.

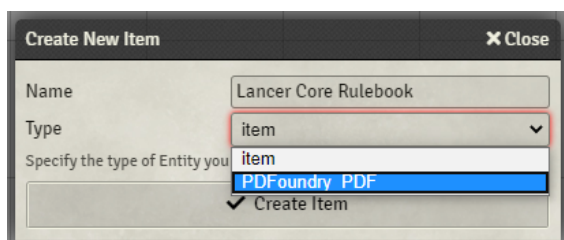


Figure 1: A created item in the **Item Directory**

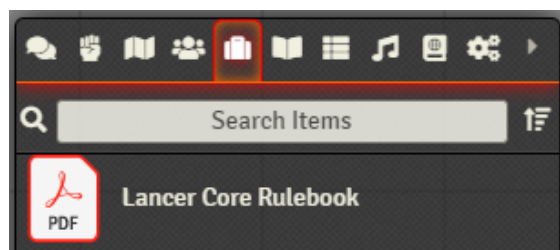


Figure 2: The **New Item** dialog

Step 2 After you've hit **Create Item** the **PDF Sheet** should open automatically and look something like Figure 3. You'll also see the PDF get placed in your item directory, as in Figure 2. There are a bunch of fields on the **PDF Sheet**, *PDF Name* is already filled in for us (but we can change it if we want!). Next let's fill in all the fields.

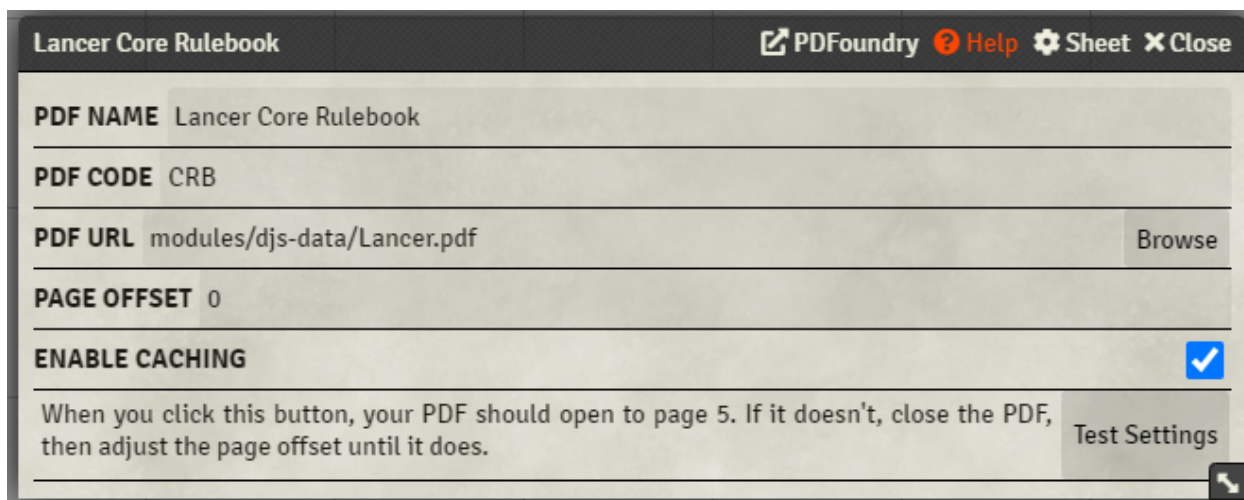


Figure 3: The **PDF Sheet**

PDF Code This is a short (usually five characters or less) identifier you will use in most systems. It is up to the individual system exactly what you will use, so you should look at an additional information provided by the system.

PDF URL This is the path to the PDF on your server. The browse button will allow you to select or upload a PDF. Mine is my module I made to share data between my worlds, but you can put it wherever you want.

Page Offset Some PDF files have extra pages before the first page, such as a title or unnumbered index page. You can use this to synchronize the PDF page to the book page. The Lancer book doesn't need an offset, so it's zero here.

Enable Caching Tick this box to enable caching for this PDF. That is, when a user opens the PDF, should the PDF be preserved locally on the user's computer to allow subsequent opens without having to fetch it from the server. To preload PDFs, this must be enabled.

Step 3 Now that we've entered all our settings in, we can use the **Test Settings** button to open the PDF to page 5. We want the PDF to open to page 5 of the book, so that when we have a page reference it opens to the correct page.

That's it, we've added a new PDF!

1.2 Context Menu Options

We saw the PDF appear in the **Items Directory** earlier, when we created a **new item**. Figure 4 shows the context menu options for PDF items. You can open the context menu with **right click**. There are a bunch of options that you as the GM can see, while players will only be able to see the **Open PDF** and **View Item Artwork** options.

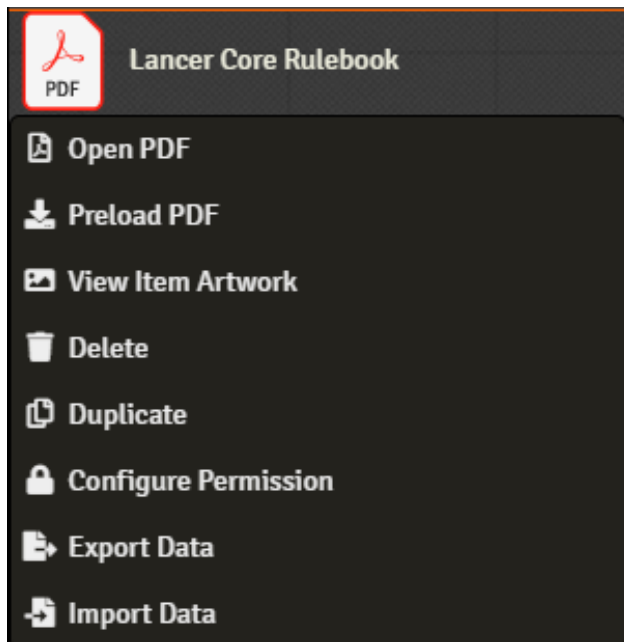


Figure 4: The PDF **Context Menu**

Open PDF (All Users) This one should be mostly self explanatory. It won't show up unless the **PDF URL** has been fully configured. Clicking on it opens the PDF to the very first page.

Preload PDF (GM Only) Click on it will immediately cache the PDF on all connected users' computers. This may be advantageous in cases where you expect to often use a single large book and don't want users downloading the PDF files to interrupt other goings on in the game.

View Item Artwork (All Users) For now this only shows the PDF thumbnail. Thumbnail support based on the linked file is planned.

Delete (GM Only) This will irrevocably delete the link to the PDF file. The PDF file itself is not affected.

Duplicate (GM Only) This will duplicate the link to the PDF file by creating a copy of the item.

Configure Permission (GM Only) This will allow you to grant visibility of the PDF to players, either individually or all players. The permissions work much like permissions for other things in Foundry; however, if the PDF is visible to the player at all (that is if their permissions are anything except 'None') the user will be able to right click on the PDF to open it, and any other links to the PDF will function correctly (such as 'open to page' links added by a system).

Export Data This will allow you to export a file that can later be used with the **Import Data** option.

Import Data This will allow you to import the settings for a PDF (Name, Code, URL, etc) from a file created with the **Export Data** option.

1.3 PDF Links in Journals

Once we've added a PDF to Foundry, it can be embedded in journals and other rich text editor areas added by systems in items. You can quickly create a PDF link by dragging and dropping a PDF item from the **Items Directory**, which will create a link to the first page of the PDF. You can then adjust the page to a page of your choosing.

The format for a rich text link in a Journal or Item Sheet is as follows.

```
@PDF[Core Rulebook|page=135]{Combat: Grappling & Shoving}
      PDF Name           Page           Link Text
```

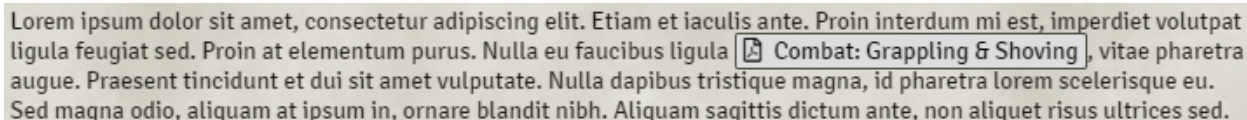


Figure 5 shows a screenshot of a journal entry. The entry contains a line of Lorem ipsum text, followed by a PDF link. The link is represented by a small PDF icon followed by the text 'Combat: Grappling & Shoving'. The link is highlighted with a yellow background.

Figure 5: The PDF journal link created from the above example.

PDF Name This specifies which PDF should be opened. You can use either a **PDF Name** or **PDF Code**.

Page (Optional) This specifies which page should be opened. You can omit this option and the PDF will be opened to the first page. If you were to omit the page from the example above, the example would be changed to look like this, and would open the Core Rulebook to the first page.

```
@PDF[Core Rulebook]{Combat: Grappling & Shoving}
      PDF Name           Link Text
```

Link Text The link text field specifies what text should be displayed. It supports rich text, so you can have bold links, underlined links, header links, and more. Unicode characters and emoji are also supported.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et iaculis ante. Proin interdum mi est, imperdiet volutpat ligula feugiat sed. Proin at elementum purus. Nulla eu faucibus ligula **Combat: Grappling & Shoving**, vitae pharetra augue. Praesent tincidunt et dui sit amet vulputate. Nulla dapibus tristique magna, id pharetra lorem scelerisque eu. Sed magna odio, aliquam at ipsum in, ornare blandit nibh. Aliquam sagittis dictum ante, non aliquet risus ultrices sed.

Figure 6: The PDF journal link created from the above example as seen by a player who cannot view the specified PDF.

1.3.1 Permissions

A quick note on permissions - PDF links in journals will only be displayed to those with the ability to see the PDF in the **Items Directory**. If a player is unable to see the PDF, they will instead see the link text by itself and no link will be provided. An example of what this looks like is shown in Figure 6.

2 Settings Configuration

There two settings at present for PDFfoundry. They are located with your system settings in the **Game Settings > Configure Settings > System Settings** menu.

2.1 PDF Cache Size

This allows individual users to set how much hard drive space should be allowed to be taken up by the PDF cache. When this amount is exceeded, PDFfoundry will prune existing cached PDF files in reverse order of most recently accessed. That is to say, PDF files will be removed from the cache starting with the file that has least recently accessed.

2.2 Show Shared PDFs in Existing Viewer

With this setting enabled, when a user opens a PDF for you with the 'Show to...' button on the top of the PDF viewer, the PDF will open in your existing viewer if you are already looking at the PDF.