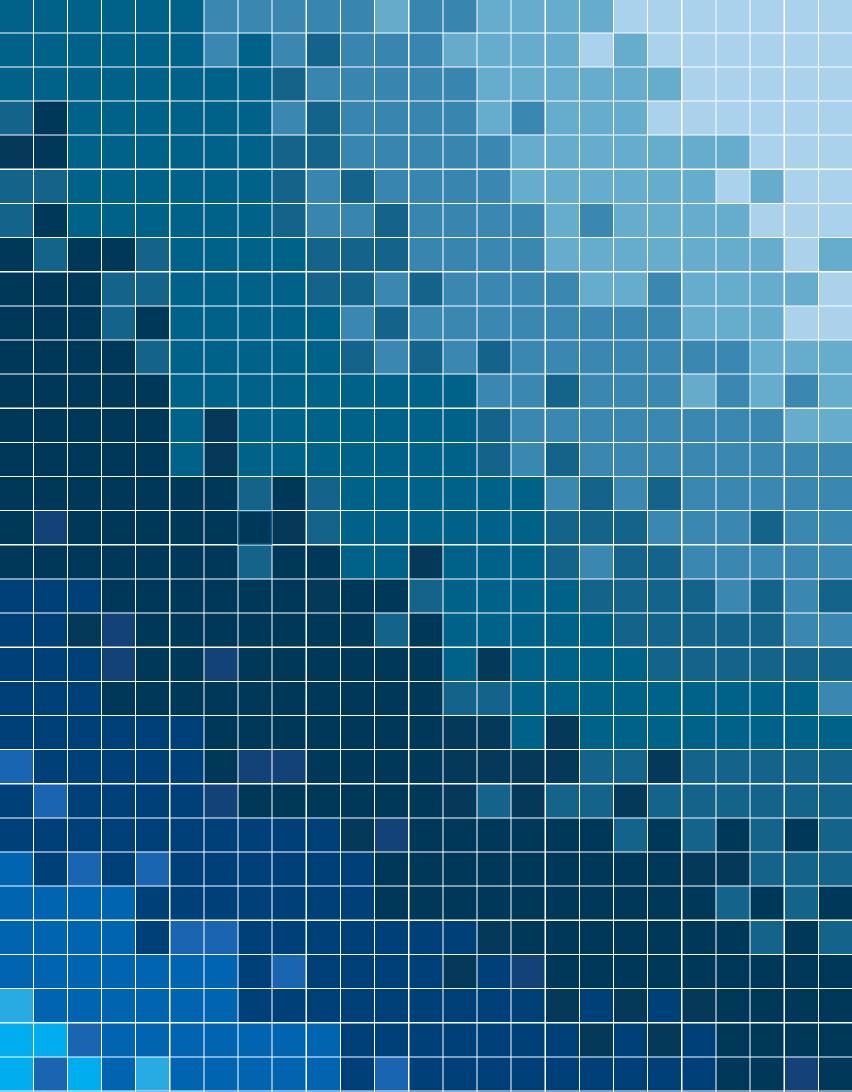
A Dungeon Master's Guide through Microsoft Word

The Standard Adventurer's Kit for any Game Master By Riona McGillicuddy



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Acknowledgements

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Welcome Dungeon Master,

You find yourself sitting at your desk ready to start a campaign, or perhaps already in the middle of one. You may have through about better ways to organize your notes, maybe you can sense the details of the game piling up around you and need a way to get structured.

You check your inventory:

You find this curiously bound guide book.

What can this blueish collection of paper with pictures of dice teach you about being a Dungeon or Game Master? "Master" comes with the job title, but no one expects you to master Word without a little guide. It's dangerous to travel alone; take this book!

Do a perception check:

You can see what I'm getting at, but you are still unsure what this means.

This manual will help you with those organizational skills. The modules contained in this guide can teach you everything from Easy Mode: creating lists and inserting images, to Hard Mode: bookmarking and tracking changes, and all the experience points in between, including:

- Creating and adding interactive event maps (2.3)
- Forming action trees to track the party's alignment (1.3)
- Grouping characters, images, and information together (2.2)
- Ensuring your hard work saves often (3.1)
- ❖ Walking you through how to get it back if there's an issue (3.2)

Check for traps:

You find no traps, not even invisible ones.

Keeping all of your notes in one easily accessible document is incredibly helpful during a game session as well as during the planning stage. You may find yourself at a loss on how to use Microsoft Word 2013 to do what you want, but not to worry! This manual, A Dungeon Master's Guide through Microsoft Word, has plenty of instructions to help you get creative and press on through any tough spots.

What will you do?





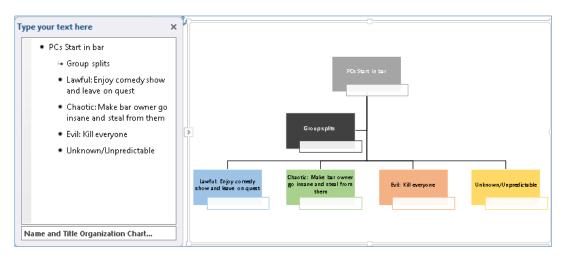
Chapter 1: Creating and Organizing Your World

Plotting Out a Story with Microsoft Word

Greetings Dungeon Master,

It is time to start a new game with a new world.

Every GM and DM needs to keep track of their notes if they want their players to proceed through the story arc. This chapter is about writing and keeping track of your campaign notes. As you know, you can't play a role playing game without world building and writing some sort of plot. In the next few sections you will be learning how to create different lists, navigate your document with a split screen, make an action tree, track changes, and bookmark information. Below are a couple exmaples of things you can do with the contents of this chapter.



```
Player Characters
      David – Hilda the Conqueror
       Ellie - Mistress Belladonna
       Owen - Juan Quicksilver
     Tiffany – Chester the Jester
Non-Player Characters
     Neutral
       1.
               Mayor EccleburgButt-Face
       2.
              Town hand Fred
              Trinity
       3.
     Evil
       1.
               Demon – MourBartholamomo
              Orc – <u>Loben</u>
                                                                                                           Riona McGillicuddy
3.C.Chaoticn
              <u> Dragon Trogdor the Burninator Dingwald Family (Hunters)</u>
```



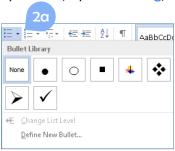
Staying Organized with Numbering, Bulleting, and Listing

Let's set up an organized way of taking notes. You can't find your player characters because they're somewhere between your town names and NPCs in one long list. What will you do? You can use these list formats to create a logical hierarchy of information to outline your thoughts with.

1. Select the **Home** tab on the Ribbon. Locate the **Paragraph** section.



2. Click the dropdown arrows next to the first icons in this section. As pictured below you see the a) Bullets, b) Numbering, and c) Multilevel List options.





3. Choose your preferred options. There are customizations available under the **Define New** option if you wish to further personalize your notes.





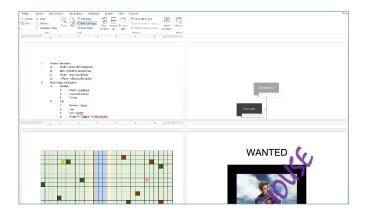
Splitting the Window for Easy Viewing

The longer your notes get, the harder it is to find something, especially in the middle of a session. Splitting the Word window is an easy way to find what you need in the document while keeping an eye on your current place in the document. This tool splits the window in two allowing you to scroll and search in either independently.

1. Select the View tab on the Word Ribbon. There you find the Window section.



2. Click the Split icon. The bottom half of the window splits into a duplicate of the top half.



- **3.** Scroll and search in each window independent from the other.
- **4.** Click the **Remove Split** icon to remove the split. It appears where the **Split** button once was.





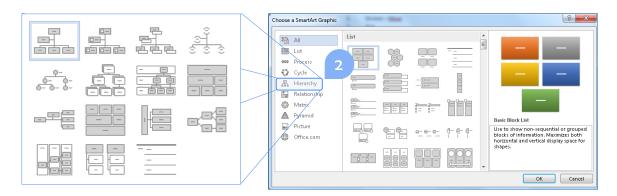
Making an Action Tree with Smart Art

Your player characters have made a few decisions and you want to track their path through your story, and the alignment of their actions. A SmartArt tree is a visual manifestation of their actions, especially when combined with color coding, which displays the flow of choices. Smart Art makes trees and diagrams easy to create and edit to your needs.

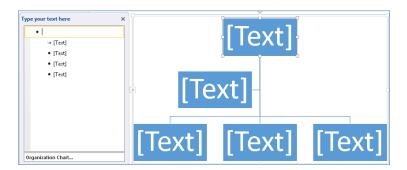
1. Click the Insert tab. The SmartArt icon is under the Illustrations section.



2. Click **SmartArt** icon. The window pictured below appears. These are the selections from the **Heirarchy** style of graphics.



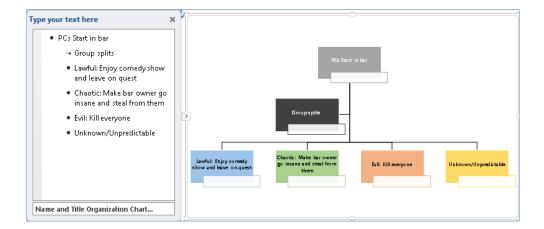
3. Select the desired style of the graphic. A blank **Heirarchy** tree and textbox appear in the document.



- **4.** Click on the text box and fill in the information you wish to be displayed.
- **5.** Check the SmartArt Tools in the Ribbon, located above both the Design and Format tabs, for customizing your Action Tree. Your ribbon will look similar to what is picture below.



6. Select the graphic box you wish to change and, using the **Design** and **Format** tabs, customize your tree. Pictured below is an example of the start of an Action Tree.

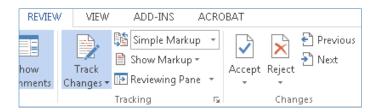




Tracking Changes Over Time

Tracking changes over time is useful if you are co-mastering a game with another person. You can see any changes made to the notes as well as decide what you want to accept and to reject. With this feature it is easier to have one cohesive story and easily check what has changed since that session you missed.

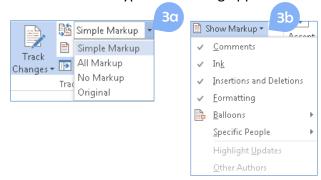
1. Click the Review tab in the Ribbon. Locate the Tracking and Changes sections here.



2. Click the **Track Changes** icon, the paper and pencil, to begin the tracking process immediately. Click the **dropdown** arrow for the option of adding a password to lock down tracking.



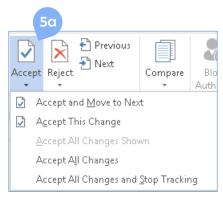
3. Select the dropdown arrows in the **Tracking** section for **Simple Markup** and **Show Markup** to customize what types of tracking appear on the page.



4. Select the dropdown arrow on Reviewing Pane. A panel appears wherein you can see what has changed and where in the text it occurred.

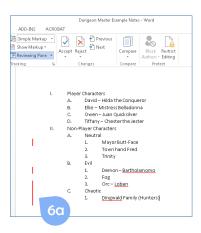


5. Accept or Reject the current change you are checking or all of the changes in the document.





6. Use the red lines along the left margin to guide you to the changes. Click the lines directly to highlight the exact changes in content.







Bookmarking Important Information

You can read your notes during battle, but as your campaign goes on, your master plan is getting longer. Using bookmarks is a good way to jump to the information you want without extensive searching. Bookmarks take highlighted text and set a tag to it for later when you need to find it.

1. Click the Insert tab in the Ribbon. Locate the Bookmark icon in the Links section.

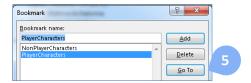


- **2.** Select the text you wish to bookmark.
- **3.** Click the **Bookmark** icon. A window appears.
- **4.** Type the name you wish to assign to your bookmark in the **Bookmark name text entry box**. Click the **Add** button to finish adding a new bookmark.



Note: punctuation, and special characters such as "-" or "@" are not accepted in names.

5. Click the desired bookmark name in the scrolling list and click the **Go To** button to jump to it in the document.





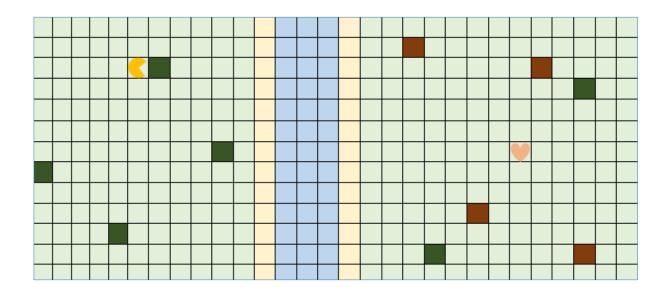
Chapter 2: Mapping Out Your Realm

Mapping and Adding Character to Stories with Microsoft Word

Salutations Dungeon Master,

With your world already created, it is time to add some character.

In this chapter you will learn how to add background textures, create simple event maps in Word, insert and create images of your own, and caption those images and maps. Having a picture of Ninja Abraham Lincoln fighting a wizard in your document may not be obvious upon first glance without a caption or other relevant information present. Likewise, it may be hard to visualize the Lumberjack class without a picture. It's adding these little details that makes a difference in readability, imagination, and overall aura of the campaign. Below is an example of what you can do with the contents of this chapter.

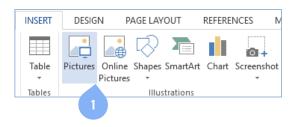




Inserting and Adjusting Images in Documents

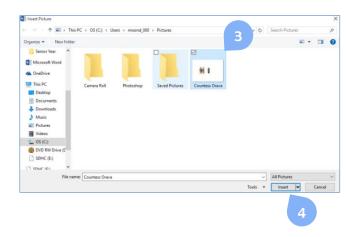
Inserting pictures into your documents is useful for giving a face to your heroes and villains. You can insert an image of just about anything and make it fit into your notes easily. Whether you drew it yourself or got a stock photo online, you can paste any elf, warrior, or dragon into your notes with ease.

1. Click the **Insert** tab in the Ribbon. You find the **Pictures** and **Online Pictures** icons within the **Illustrations** section.



- **2.** Click the **Pictures** icon if you have the image you want to use stored on your computer already. An explorer window appears.
- **3.** Find and select the image you wish to put in your document.

Note: Follow steps 3 and 4 below if you have the image stored on a device. Go to step 5 if you do not.



4. Click the **Insert** button when you are ready. The image is now in your document.

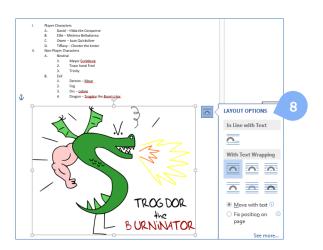
 ${f 5.}$ Click the ${f Online\ Pictures}$ icon if you want to find one online. The window shown below appears.



6. Use the **Search Bing** toolbar to look up the image you desire.



- **7.** Click on the image you wish to use and then click the **Insert** button when you are ready. The image is now in your document.
- **8.** Click the Layout Options box floating to the side of your image. Choose the option that fits best in your document.

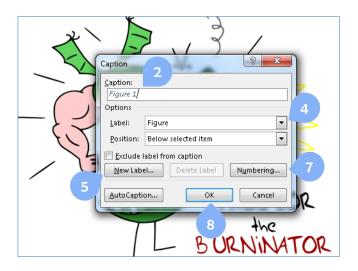




Adding Captions and Grouping with Pictures

Captioning an image is a good way to communicate exactly what is being displayed by giving relevant information: the name, the objects, what it is referencing, etc. If you have a character drawing or event map inserted into your notes and want to note what it is for later, captions are a good solution.

- 1. Right-Click the image you wish to add a caption to. A dropdown menu appears.
- **2.** Click **Insert Caption**. The **Caption** window appears, as shown below, prompting you to name your caption.



Note: The type of **Label** you choose (e.g. Figure 1) will be included in the caption unless you check the **Exclude label from caption** box.

- **3.** Type your caption name.
- **4.** Choose a label from the dropdown Label menu in the Options section.
- **5.** Create your own label by clicking the New Label... button. A window appears. Type your label name in.
- **6.** Select where you want your caption to appear in reference to the image: above or below.

- **7.** Click the Numbering... button to change the type of numbering system (e.g. 1,2,3; a,b,c; I,ii,iii;) accompanying the label.
- **8.** Click OK when you are done choosing your caption. Your caption is now above or below the previously selected image.

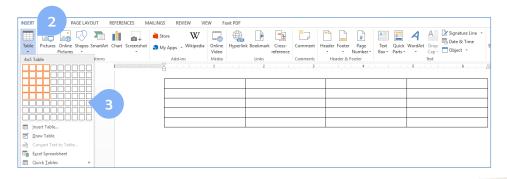




Creating Shapes and Tables for Mapping

Tables and other shapes are a quick way of creating a map and keeping track of your players in a scene, with each cell standing for the standard five-foot space. Shapes provide unique, varied, and malleable images to place throughout the grid. Together, tables and shapes are convenient tools for mapping out and keeping track of your story.

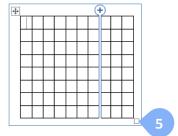
- 1. Click the Insert tab. The Tables section is directly under the tab, the Table icon is a big table.
- **2.** Click on the Table icon. A dropdown menu appears.



3. Hover your mouse over the 10x8 grid in the dropdown menu.

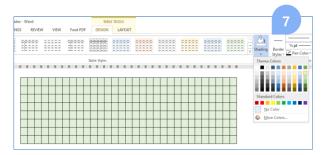
Note: An example of the table dimensions appears in the document.

- **4.** Click on the square you are hovering over to select those table dimensions.
- **5.** Click and drag the small white square at the bottom right corner of the table to resize the map.

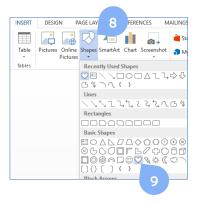


Note: the icon will add another column or which automatically formats to match those around it. The icon appears at the upperand left-most borders of every table between the columns or rows.

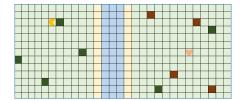
- **6.** Select an individual square or highlight multiple squares you wish to color.
- **7.** Click the **Shading** icon in the **Table Tools** tab's **Design** section. Choose a color.



8. Select the **Shapes** icon in the **Insert** tab's **Illustration** section. A dropdown menu appears.



- **9.** Select the shape you wish to create from the dropdown menu.
- **10.** Click and drag your mouse anywhere on the page to size your shape. Release when you have your desired dimensions. You now have your unique character shape.
- 11. Place your shape within your map grid. You now have a map with movable pieces!





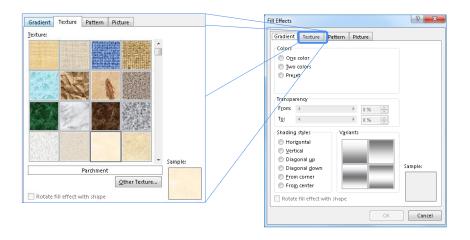
Choosing Background Textures

Background textures for documents can add a tone and make them stand out. Once in a while one of your player characters might get out of hand, or maybe you start off the campaign by handing your players a wanted poster and release them into the world. Adding texture to your background is easy, choosing one is the hard part.

- 1. Click the Design tab. Within the Page Background section is the Page Color icon.
- 2. Click the Page Color icon. A dropdown menu appears.



3. Click Fill Effects.... A window appears.



4. Select the background you wish to use for your document. You now have a background texture.

Note: Though it won't show up in **Print Preview**, it will still print with your texture.

Good Day Dungeon Master,

The time has come to save the day, your day.

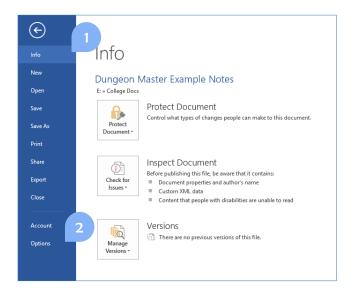
You may be anxious about saving your notes and story arc, this long document with plenty of pictures and maps with plans for the future. To set your mind at ease, know that there are a couple failsafes and safety nets between you and entire deletion. All of your detailed history of the Capital and violent past of the Gnomes will stay securely intact on your computer. In this chapter you will learn about AutoRecovery of your documents as well as ways to adjust the current settings available for AutoSaving. Below is the peace of mind you will soon experience.



Setting an Automated Save

Sometimes an auto save comes in handy, especially when you're absorbed in a long campaign with a large document. It's easy to forget to hit the save button and, in that moment of panic when your software may crash, you wish you had done so sooner. If you set an automated save, your document will automatically keep a copy of your work.

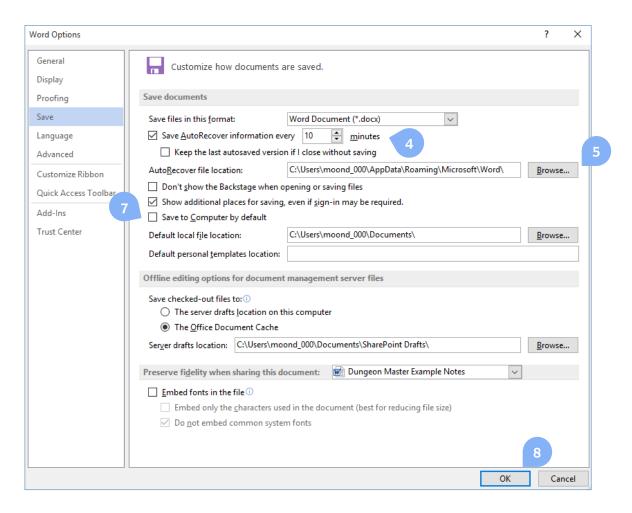
1. Click the **File** tab on the Ribbon. The **Info** panel appears.



- **2.** Click the word **Options**. A windows appears.
- **3.** Select the **Save** option on the lefthand side.
- **4.** Click the arrows to adjust the **Save AutoRecover information** time to desired length.
- **5.** Set the **AutoRecover** file location for easier access to the saves by clicking the Browse button.

Note: the **AutoRecover** save ranges from saving every 1 – 120 minutes.

6. Adjust the specifications as desired.



- **7.** Check the Save to Computer by default box to save your document to the computer.
- **8.** Click the **OK** button when you are done. You have completed adjusting your **AutoRecover** saves.

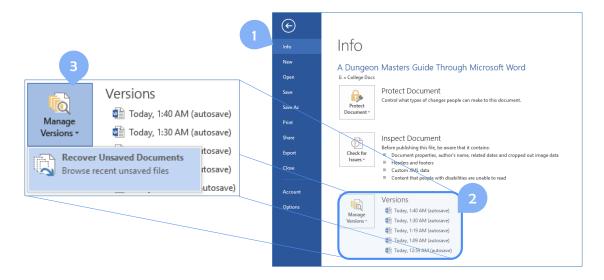
Note: it is easier to automatically save the document to your computer than online. There are more likely to be potential issues down the line with the latter.



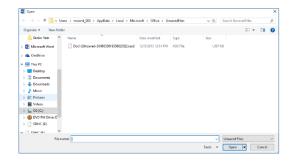
Recovering Deleted and Unsaved Work

Deleting your work or exiting the software without saving happens to everyone and, luckily for everyone, there is an easy way to recover all that work. These steps will walk you through how to find any unsaved or previous versions of your document. This works in many cases, but not all.

- 1. Click the **File** tab on the Ribbon. The **Info** panel appears.
- 2. Select the most recent file under Versions to load a recent but older version of the document.



3. Click the Manage Versions icon to search through any unsaved documents on your computer. A window appears.



4. Open the file to see it in Word and make sure to save it.



References

- Allignment chart. "Alignment". by Mitchell Lazaer. 2009. http://www.deviantart.com/art/Alignment-134603820.
- Dice image. "Choose your weapon". by TP. 6dollarshirts. August 27, 2012. http://6dollarshirts.com/tee_time.php?view=submission&id=1346126400 >.
- Piece of Tape. "SMALL TAPE CLIP ART". by DESTINY TOWERS. Clcker. October 11, 2012. http://www.clker.com/clipart-small-tape.html.
- Trogdor. "Trogdor the Burninator". by iglvzx. Meta. March 17, 2012. http://meta.stackexchange.com/questions/121570/i-made-us-some-trogdor-graphics.
- Wanted Poster Image. "Lone Wanderer". by Straidy. DeviantArt. 2014-2015. http://straidy.deviantart.com/art/Lone-Wanderer-453828851.



Glossary of Terms

- Alignment The rating of a character's morality (good vs. evil) and ability to follow the law (law vs. chaos). Here is a chart to better visualize this.
- Character sheet The character creation format of any given RPG.
- Classes Different types of specializations a character can have the role playing world including, but not limited to: wizard, barbarian, rogue, bard, and druid.



- Dungeon Master (DM) The writer and narrator of a role playing game which includes dungeons. They control just about everything in your character's life.
- Game Master (GM) The writer and narrator of a role playing game without dungeons. They control just about everything in your character's life.
- Non-Player Characters (NPC) The characters that populate the game's world, which the players cannot control.
- Player Character (PC) Characters in the game's world which the player controls.

 Generally this is only one character which is fully fleshed out with a character sheet.
- Races Different types of creatures in the role playing world including, but not limited to: elves, dwarves, orcs, humans, halflings, and gnomes.
- Role playing game (RPG) A game wherein people play roles of characters in a fantastical situation.
- The Ribbon This is the menu bar at the top your screen with the **File** and **Home** tabs.