

welcome

Thank you for using Chaosium’s *RuneQuest* template for Microsoft Word. In it you will find a series of styles to provide your documents with our standard formatting for your Community Content. Even though these styles should cover most of what you need for your documents, you are not limited to only these styles, and may create additional ones along this theme as your content requires.

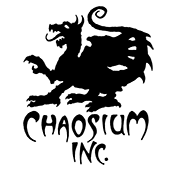
Credits page

The first page of your book is usually the credits page. It can be one or two columns, usually depending on the amount of credits needed. If only a few credits are needed only one column often visually works better.

Please be sure to include the following information, usually centered at the bottom of the page:

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Table of Contents

The next page of the book is usually the Table of Contents, unless your product is very simple, and only a few pages. The style below is set up in case you need two columns of entries, but the tab for the page number can be shifted to the right if only a single column of entries is needed.

TOC Heading 1

TOC subheading 1

Main document

The main document usually starts on page 3. This template uses two columns for text, with decent margins that work for most printers. We do not recommend only a single column or three columns for text for most material. This document is also set up for US Letter sized paper. While you can switch it over to A4 paper size, we find the look of US Letter format more appealing.

Header 1

“Heading 1” style is for major topics. It is Albertus MT Standard 24 point text in all caps, and is left justified.

Header 2

“Heading 2” style is Albertus MT Standard 18 point text.

Header 3

“Heading 3” style is Albertus MT Standard 14 point text.

Header 4

“Heading 4” style is Georgia bold 10 point text.

Main Text

The first paragraph under ANY heading uses the style “Body no indent”. It is Georgia 10 point text, justified. As the name suggests it is not indented. It is only used for the first paragraph (unless noted otherwise).

When you press the Return key the style will switch to “Body indent” style. All the following paragraphs use this. It is indented one eighth of an inch.

Bullet Lists

Bullet lists are Georgia 10 point text with an indent and a bullet (obviously).

* Bullets use the “Bullets” style.
* Don’t have one bullet item by itself.

Numbered Lists

Numbered lists are Georgia 10 point text with an indent.

1. Numbered Lists are used occasionally.
2. Numbered Lists stand out.

Example Text

For example: This text is used to show how the game works with fictional scenarios and outcomes. It is Georgia Italic 10 point text. It does not have a Header style associated with it, since it has a unique colored background.

NPC Stat Blocks and Skills

“NPC Stat Blocks and Skills” style is Georgia 10 point text, and it is left justified with formatted tabs to keep the text uniform. It is used for stat blocks, skills, and other items related to NPCs like Armor, Spells, etc.

STR 16 CON 15 SIZ 13 INT 15

DEX 15 CHA 10 POW 15 Magic Points 15

**Runes:**

**Rune Points:**

**Passions:**

**Reputation:**

**Move:**

**Damage Bonus:**

**Spirit Combat Damage:**

**Hit Points:**

***Location Melee Missile Armor/HP***

R Leg 01-04 01-03 6/5

L Leg 05-09 04-06 6/5

Abdomen 09-11 07-10 5/5

Chest 12 11-15 5/6

R Arm 13-15 16-17 6/4

L Arm 16-18 18-19 6/4

Head 19-20 20 5/5

***Weapon % Damage SR Pts***

Kopis 50 1D8+1+1D4 6 12

Medium Shield 50 n/a 12

Composite Bow 50 1D8+1 2 7

**Armor**:

**Skills:**

**Languages**:

**Spirit Magic**:

**Magic Items**:

**Treasures**:

**Ransom:**

a note on indexes

While indexes are very useful things, they are usually not needed for most books under 128 pages in length. We only tend to use them for books of 128 pages and larger that also have a wide range of material.

A note on player handouts

It is often useful to have all of the player handouts, if any, at the end of the document, especially if they are mixed in with GM information in the main text. It greatly eases printing them out with only the player info, and all of them can be printed by selecting that range of pages. They can often be included in a larger size, often a full page.