# The Hitchhiker Player's Guide to Foundry VTT

Logging In

You must use FireFox or Chrome. IE and its descendants will reportedly not work

You can also access the Foundry VTT demo server, using the URL https://demo.foundryvtt.com/join .
There you can select player, like "Simon" (don't pick the Gamemaster) and I recommend you go there
and try out the menus and techniques you see in this document. Note that other people may be doing
the same. Note that this document uses the term "DM" for Dungeon Master. It is equivalent to GM, or
Game Master.

When you first connect to the server using the IP address:port based URL the DM sent you, you will be
greeted by the login screen (whose background will vary some, as it is set on a "per name world" basis.
Select you name from the pull down list, and enter the "access key" I provided in the email. Here I have
selected "DM PC" as that is the user I use to test things from a player's perspective. You will see your
name in the pull down list, so use that. Then click "Join Game Session" below the Access Key.
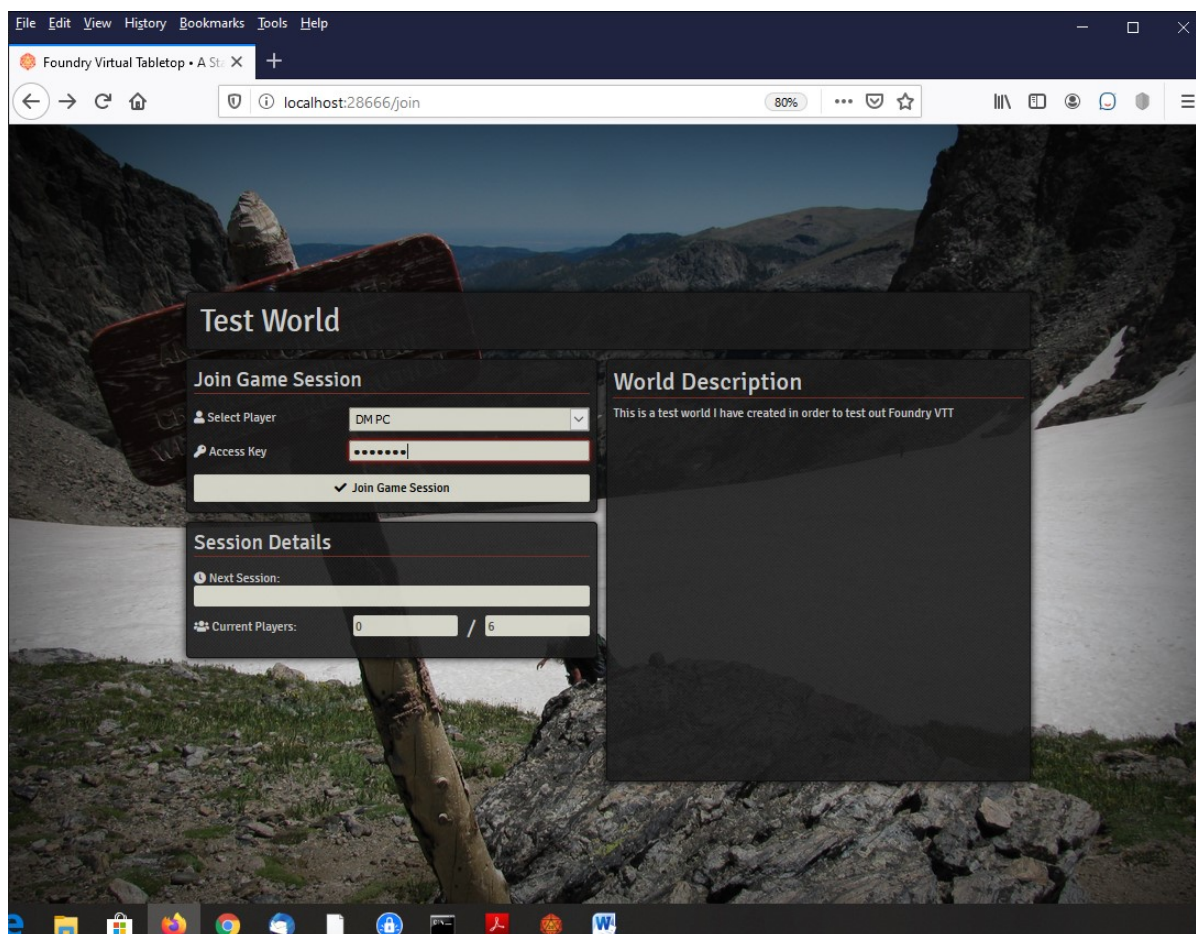

(Logging In to Foundry VTT)

When you log in, you will be greeted by this rather annoying "nag" screen from a module I have installed from VTT Assets (VTTA), which I use to import characters from D&D Beyond. Just click the "DISMISS UNTIL UPDATED" or "CLOSE" button.
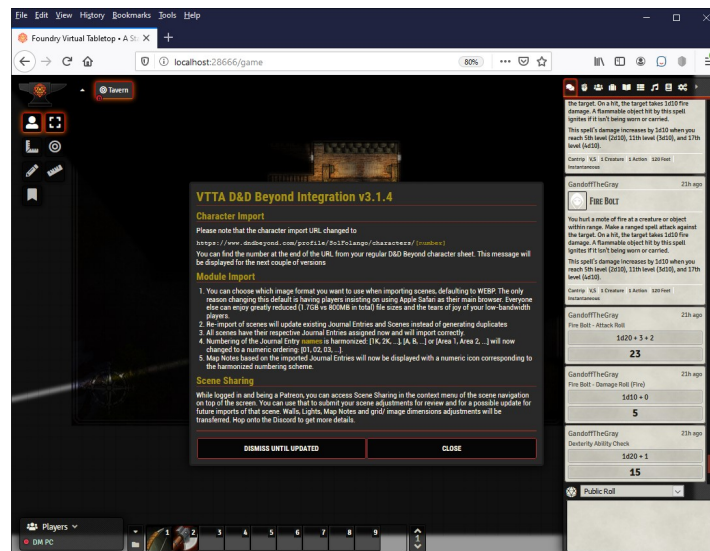

(The nag dialog)

Once you dismiss this pop-up, you will see the "Player Configuration" pop-up. You will only see one character there, and a player color. If you want to choose a different color to represent you (it shows up in little "dots" from time to time), feel free, or just accept the default it offers. Either way, then click on "Save Configuration" (at the bottom of the pop up dialog in the middle of this smallish screenshot).
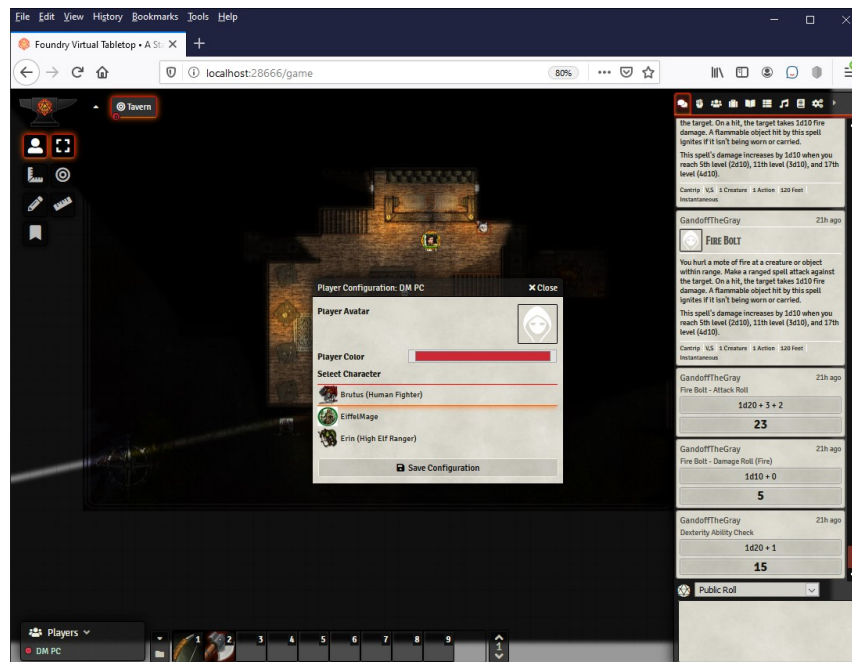
(Accept / Save your player configuration)

The Main Screen and Map

You are now "playing" in Foundry VTT.   There are several things to note in this screen:
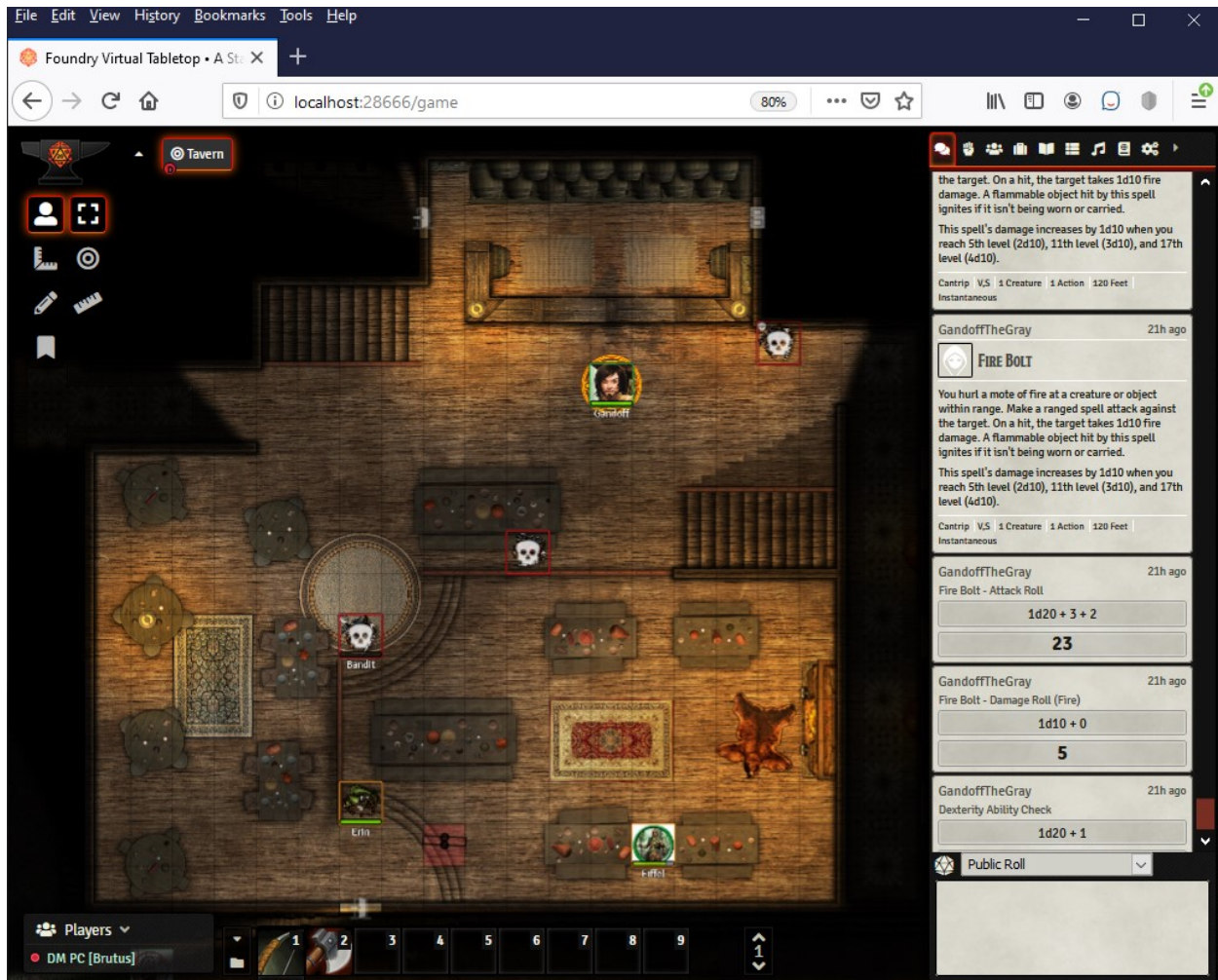
(The VTT browser window, showing various menus and, in the center the "Map" for the Tavern Scene)

- At the top where you see "Tavern". This is the **"Scene Navigation Bar"**. Scenes are areas of buildings or dungeons or outside areas commonly referred to as **"Maps"** – which you see in the middle of this screen shot. Most of the time they are marked off in grid squares, which typically represent a 5 foot by 5 foot area, as they are in this screen shot. You can drag (i.e., change where it is centered in your browser window) the map in your browser window by right-clicking on it and dragging it. You can scale the map up and down using your scroll wheel on your mouse. Note that areas you cannot currently see are blacked out on the map.
- On the left there is a menu called the **"Canvas Layer Controls"**. It has a two tiered hierarchy which will be discussed in detail as we go.
- At the bottom left, you can see who is logged in. (This screen show shows just me acting as a player – user "DM PC"), controller character "Brutus" (whose *token* is labelled "Popeye")

- At the very bottom are "quick access" slots or "macro slots". One can drag inventory items or spells from one's character sheet there for quick access, among other things it can do.
- At the top right are the **"Sidebar Tabs"** with nine small icons and a right pointing arrow, which will be discussed in detail as we go. In the screen shot above, the "Chat log" icon is selected, which looks like two little bubbles. Text conversations, attacks, saves, lock picking, etc. show up here.
- You can see another view of these menus with the buttons called out at https://foundryvtt.com/article/tutorial/ about half-way down the page "Part 2: First Steps in your world" - a screen shot appears below.
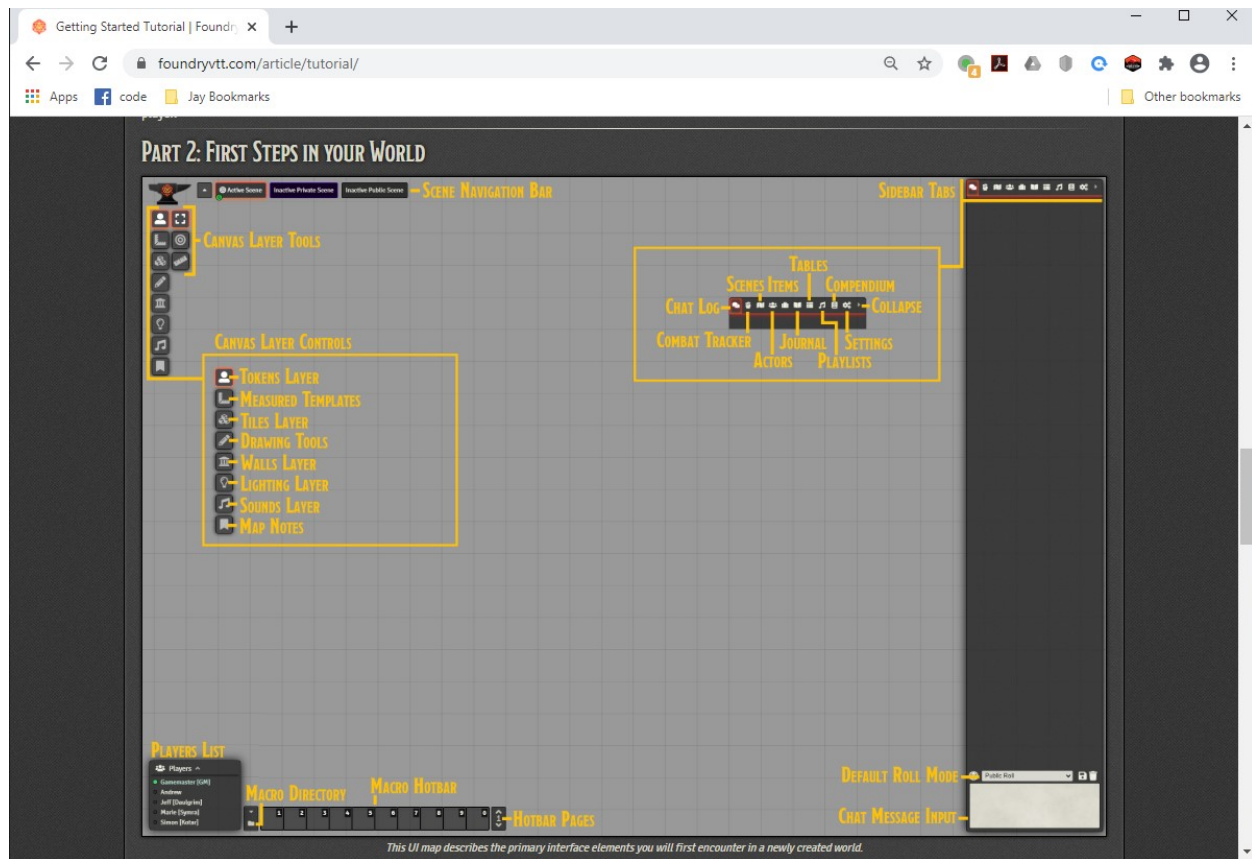
(Foundry VTT website tutorial screen shot)

As show above, the "Sidebar Tabs" are comprised of several small icons. Many of them will not be of immediate use. In this menu we have icons which open up several important areas:

The Sidebar Tab Menu contents

First is the **"Chat Log"**. Its icon looks like a couple of cartoon "text bubbles". Normally you will want this open and accessible on the left side of the screen as shown on Figure 1 on the previous page and in close-up below.

You can send messages, roll dice, click attack and damage buttons in the Chat Log and so on as the game progresses. We will go over these activities during your basic training session.   The full syntax of what you can do in general is available at https://foundryvtt.com/article/chat/ , though most of that you won't need. If you just type a message there, it will be sent "in character" and show up as a conversation bubble above your token on the map (more on tokens later – are 1 square (or sometimes larger, for large creatures) representations of entities on the map.

The syntax for rolling dice by typing into the "Chat Message Input" area at the bottom are available at https://foundryvtt.com/article/dice/ .   Typical entries might be "/roll 1d20" to roll a single 20-sided die, or /roll 4d8 + 1d4 to roll 4 8 sided dice and 1 4 sided die and add the results. You will not normally need to use the chat box to enter rolls, but it may come up from time to time.
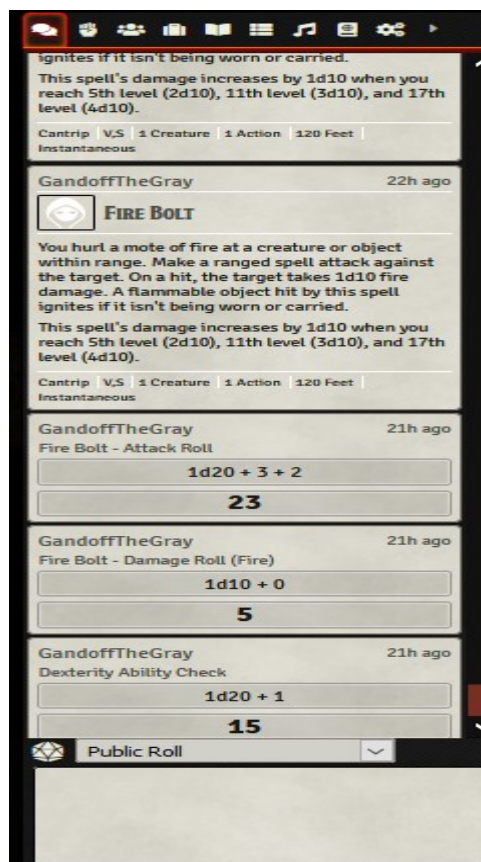
(The Chat Log)

Access to the **"Combat Tracker"**, a very important area (especially for me, as your DM) is the next icon in the sidebar menu – it looks like a little fist. If you click it, the combat tracker will appear and replace the chat window – this is usually undesirable. So instead *RIGHT CLICK on the fist*.   The combat tracker will then appear in the middle of your screen as a semi-transparent overlay, as show below, and you can then drag it wherever you like. Here I have dragged it to the middle. On it you will see each of the party characters but usually NOT enemies or monsters). The number to the right is the "initiative" which is rolled when combat starts. You'll learn about that in basic training – it determines who goes first during combat. Character Kirnarnan did well – he rolled a "natural 20" (20 on the die) plus a 1 point bus.
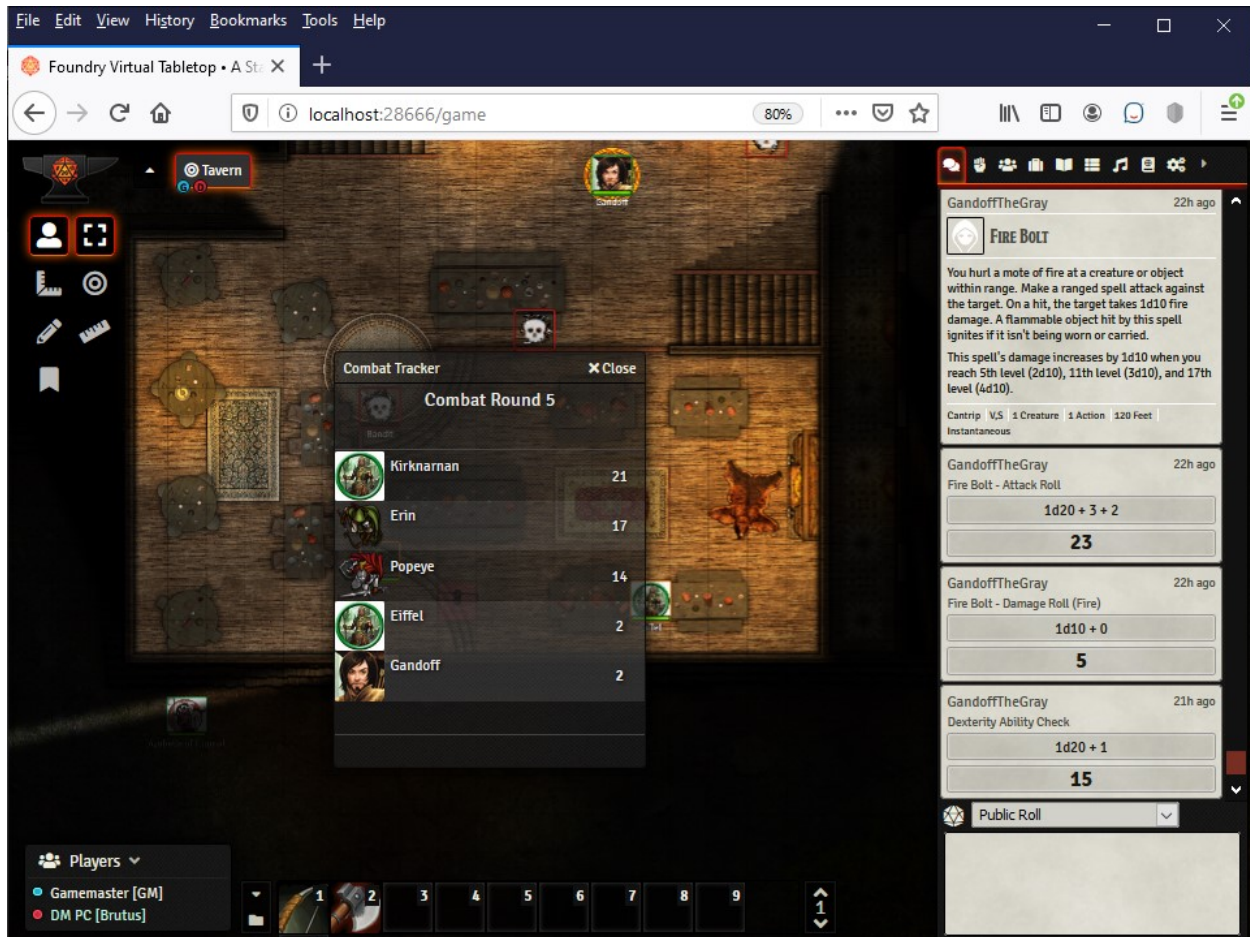

(The Combat Tracker in the center, overlaying the Map)

(DMs have another icon in my menu that you will not have, for creating and editing Scenes. It looks like a partially unfolded map in the sidebar menu, as shown in the earlier Foundry VTT website screen shot)

Next to the fist icon in your sidebar menu is the actors icon which provides access to the **"Actor's Directory"** – it looks like three people. You won't generally need to access the actors directory this during the game, but you may need it when we import or roll your character (though your DM may suggest that if you need a character imported from D&D Beyond the DM will do that for you – it's easier). As with the combat tracker, you will generally only see characters in your party, and perhaps

non-player characters (NPCs). If you click on your OWN actor's name it will bring up your character sheet (more on that later). If you click on someone else's actor's name, it just brings up basic information about them (but a bug seems to prevent one from scrolling down to see it all, though you can expand the window sideways or vertically within your browser window). A screen shot of just the Actor's directory appears below .
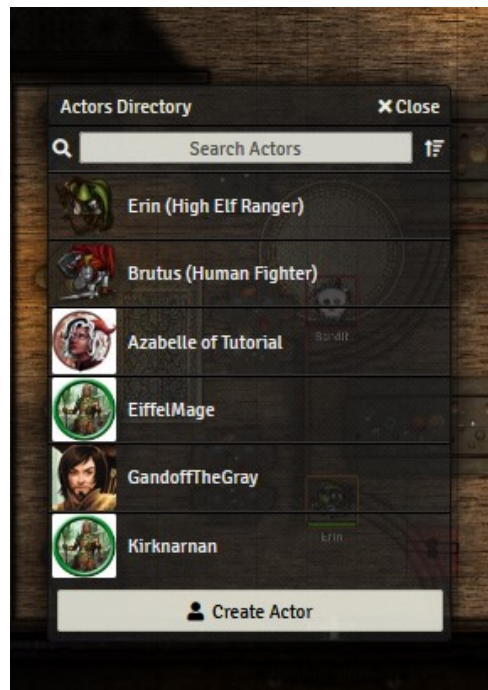

(The Actor's Directory)

Next in line, to the right, is the icon for the **"Items Directory"**. In theory the DM can put items in there for players to buy or access when creating characters.   You don't currently have permission to put stuff in there, and I am not currently using it. Just for grins I put an abacus in there so you cans see an item if you open it and won't think something is broken.
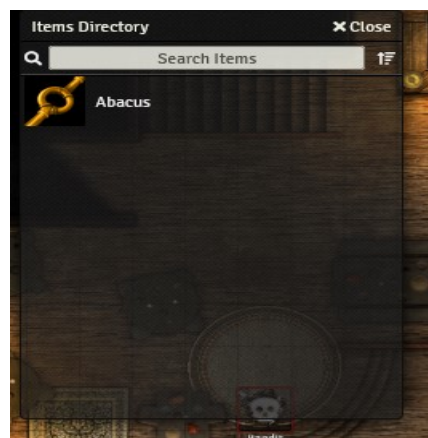
(The Items Directory)

The next icon on the sidebar menu, which looks like a little open book provides access to **"Journal Entries"**. The DM may occasionally make journals available to you, and have others that are just for the DM. You can create your own journal entry(s) if you like if the DM allows. Other players cannot see your journal entries, but I can as DM. If they get ridiculous, I may decide to not allow players to create them. ;) *Note: While your DM may allow you to create journal entries, you cannot delete them – tell your DM if you want one deleted.*

To create a new journal entry, you first click "Create Entry" at bottom (see the screen show, below). That brings up a "New Journal Entry" pop up. You might think you can just type in the blank area (like you can in the chat window), but that is *not* how it works. You must first click the little "pencil/pad" icon (see the little red spot on the screen show, below) to enter edit mode. In edit mode you can enter plain text and also some HTML constructs (lists, insert images, and so on). These are stored on my PC, rather than yours. You must click "Save Entry" to save it.
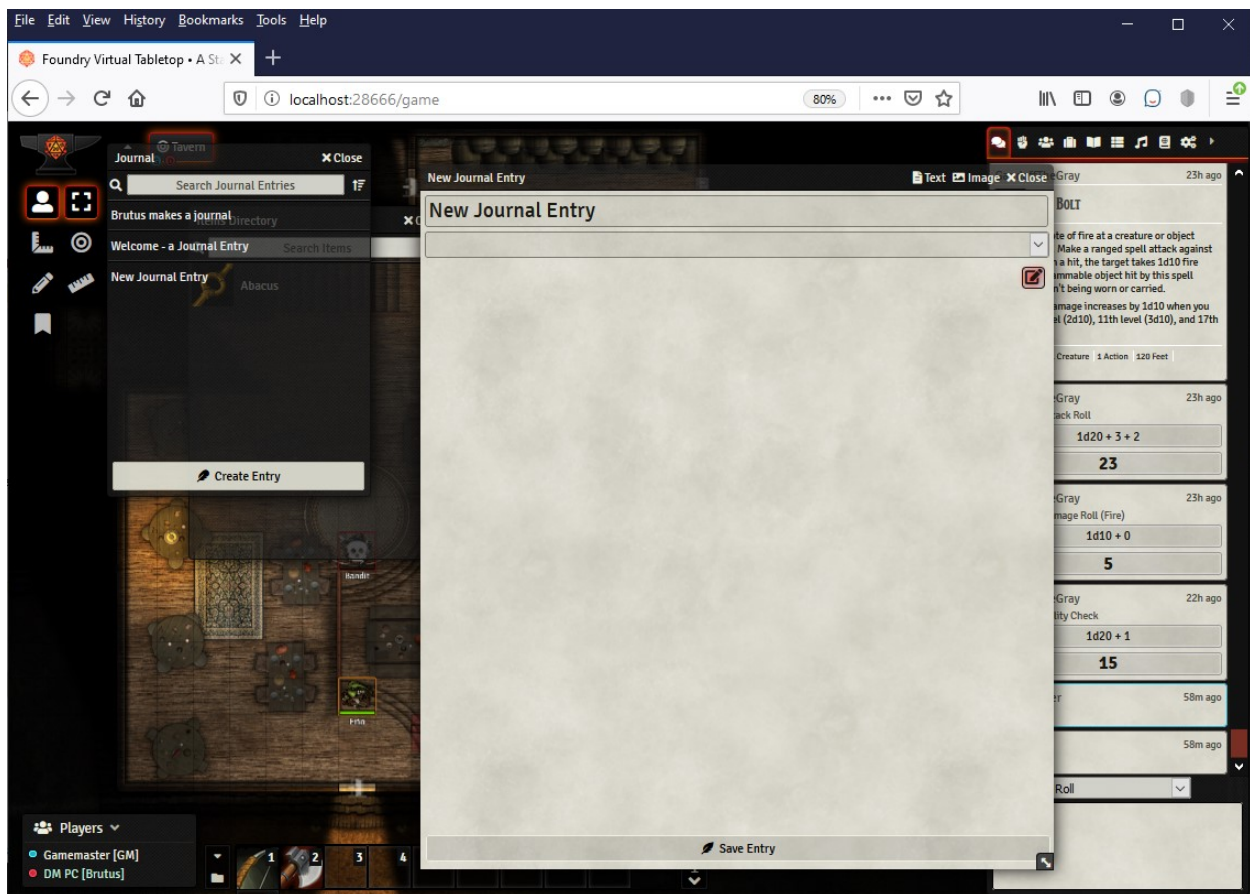
(The Journal Directory and creating a new entry)

The next icon on the sidebar menu, which looks like a little tiny spreadsheet, is to access **"Rollable Tables"**. You don't have any of these yet – they might be used for several things though, including random loot or random monsters.

Next to that is an icon that looks like some musical notes is for the **"Playlists Directory"**. That allows individual players to control the mix of sounds from musical playlists the DM might create, Ambient sounds the DM might create (say, for suspense) or sounds the game itself makes. We don't have any playlist music yet, but your DM may have downloaded some potential ambient sounds. If the DM uses them and you don't like them, you can use this to quiet them down.
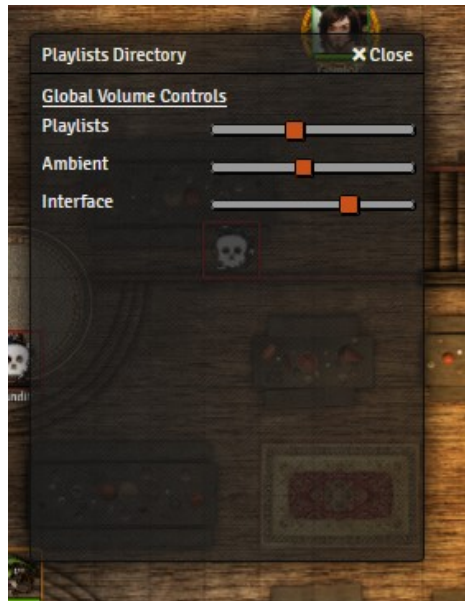

(The Playlist directory / sound control)

Next to the right is a very important icon – it looks like, maybe, a little globe on the cover of a book. This gives you access to the **"Compendium"** – or at least those parts your DM has shared. There are several interesting things there – which appear as scrollable lists when they are clicked:

- A folder of <u>Starter heroes</u>. This is one way to pick your first character. It can then be tailored to your particular taste – within the rules, of course!
- A list of <u>Class features</u> – special capabilities and skills that might apply to a particular character class.
- A list of <u>Classes</u> that are defined in the D&D 5e Systems Reference Document (SRD). These can actually be used to create a character from scratch, giving the character the appropriate skills and bonuses (or disadvantages)
- <u>Items</u> – a list of items defined in the SRD.
- A list of <u>Spells</u> defined in the SRD that magic users and clerics (or others who receive training in those arts) can use.
- A list of "<u>Trade goods</u>" – goods defined in the SRD with a particular value that you can trade with (we may not actually do that.)
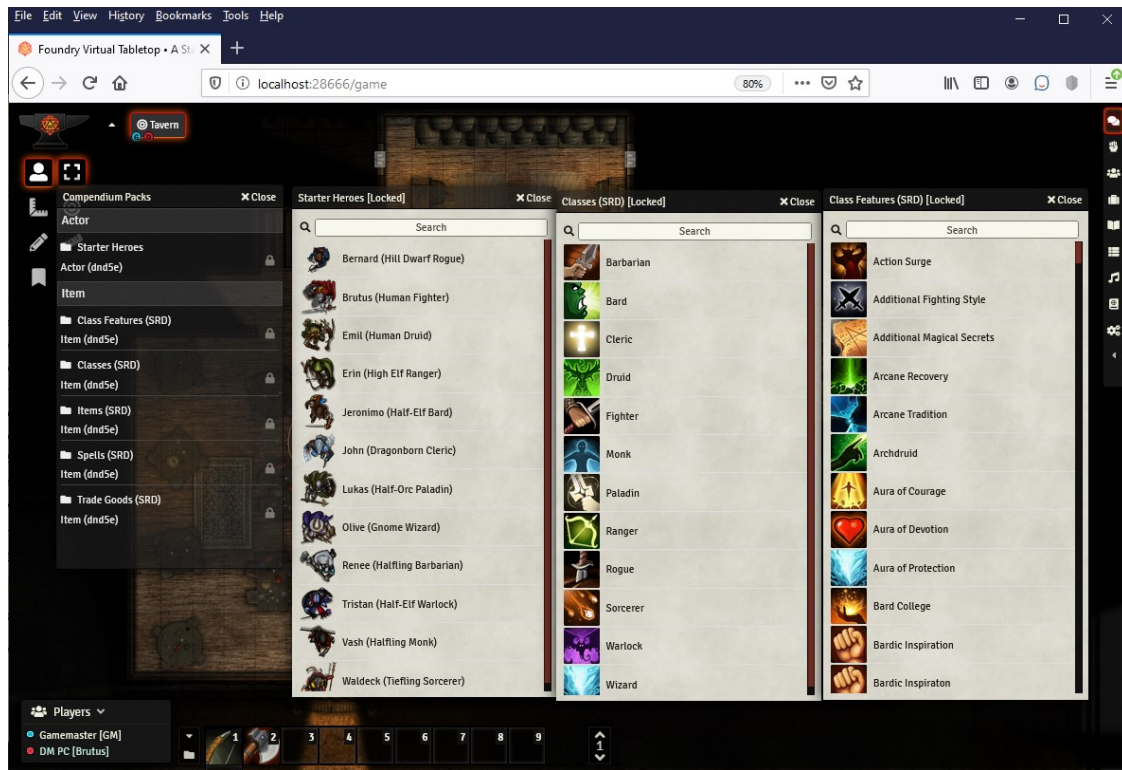
(Compendium groups, Starter Heroes, Classes and Class Features in the Compendium)
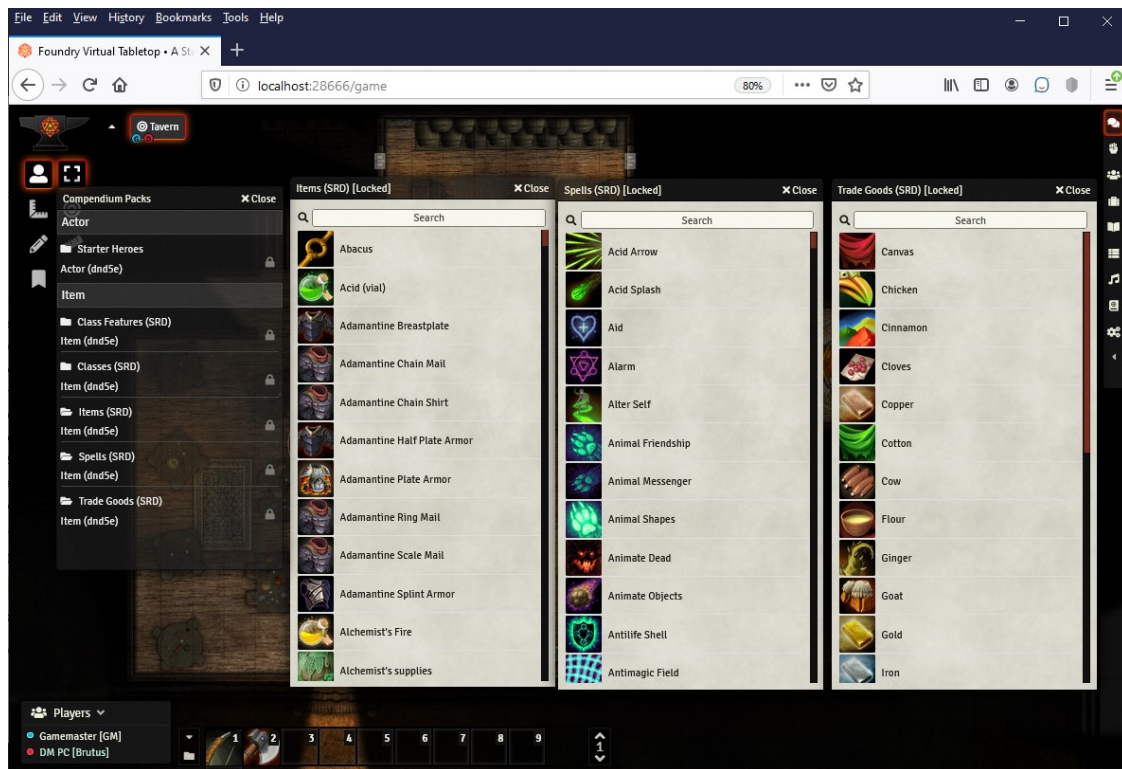
(The Compendium list again, with sample Items, Spells and Trade Good)

The last icon of this group, which looks like a set of gears, is to access the settings dialog.   The settings dialog itself provides a Configure Settings button, a button which opens the Foundry VTT controls reference, a button to access the documentation (which opens up a new, frameless, browser window), and a button to access the Wiki Pages (which contain information mainly of interest to DM's) and a button to log out. The Configure Settings dialog, which opens when pressing the Configure Settings button, has a control you can use to reduce the frame rate for updates. If you find your computer slowing down you could try reducing this framerate from 60 to 30.
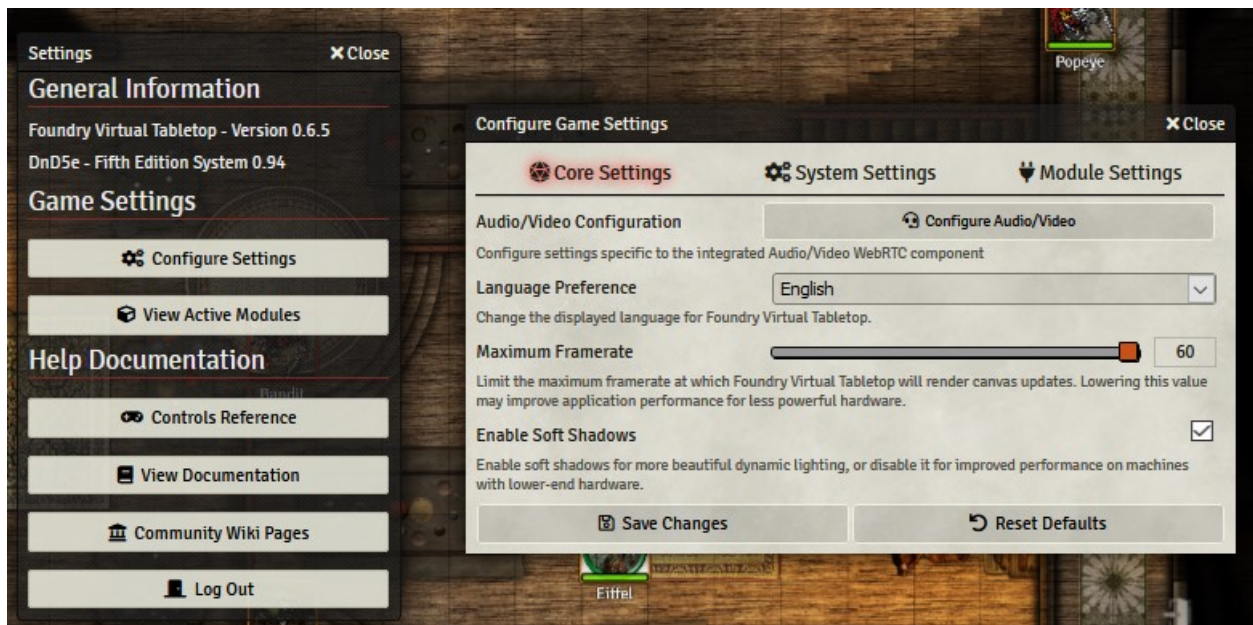

(The Settings pop up and Configure Settings dialog)

Finally, to the right of the "gears" icon for settings is a little triangle that points to the right. If you click on it, then the sidebar menu collapses to the right, and the triangle changes to one that points to the left, that you can use to access the sidebar menu again. Since you will almost always want to have the chat dialog up, it is of little use to you, as a player.

Canvas Layer Tools – Basic Controls

Although the screenshot from the Foundry VTT website shows a bunch a tools, many of them are for the DM, so as a player you will see only a few, as shown below. This is a two layer hierarchical menu, with the left column forming the first layer. The right column is the second layer, and varies depending upon which tool you have selected.

Shown selected here is the "Tokens Layer" or **"Basic Controls"** – it looks like a bust with shoulders and a head:
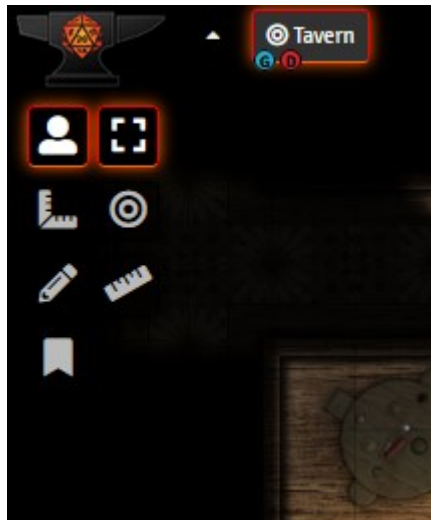
(The Basic Controls)

This is the layer you should ordinarily have selected, as it lets you manipulate the tokens representing your character on the map, target enemies, and measure distance for spells and movement.

While reading through this section you may find it handy to have the Foundry VTT Controls page at https://foundryvtt.com/article/controls/ available.

Selecting Tokens

On the right hand side, at the top, is the "Select Tokens" icon – a little box made of dashed lines. This lets you select individual tokens *(but only those you have control over)* by clicking on one, or select multiple tokens by holding down the left mouse button and drawing a box around them as shown below. Clicking on one currently *unselected* token deselects other tokens. Unfortunately, clicking on an already selected token does nothing. When you select one or multiple tokens, an orange square appears around the individual token(s) you have selected. You deselect a token either by 1) selecting another token or 2) drawing a selection box that encompasses no tokens at all.


(The Token Selection Box)

Having selected one or more tokens that you have control over, you can *move* them by holding down the left mouse button and dragging them where you want them. If you want to move a *single* token, you can click on it and drag it in one operation (which is intuitive, if you think about it.)

Also, if you CTRL + click on a token, you can measure movement in a way similar to the measure distance tool (see measuring distance, below). If, while holding the CTRL key and then left clicking to lay down waypoints as described under measuring distance (including the final destination), you then *hit the SPACE bar*, the token will move along the measured path. Using CTRL+Z lets you *backtrack* (undo) your movements.

Targeting Tokens

Selecting the second icon in the second column, which looks like a target (think Target stores) lets you target one or more other entities on the map (which communicates to the DM who you are attacking (or aiding with a healing spell). Targeted tokens show up with 4 rather large arrows pointing towards the inside of the targeted token.   You can target a single token by clicking on it, or draw a box while holding down the left mouse button to target multiple tokens. Unlike selecting tokens, if you click on any <u>targeted</u> token, it un-targets all tokens you have targeted. Clicking on a single <u>untargeted</u> token removes any *existing* targets and targets the token you clicked on. If you have one or more existing tokens selected and draw a selection box, the encompassed tokens are *added to your existing targets.* (This is much better behavior than the selection box!).   (Note that the hostile token also has a red outline)
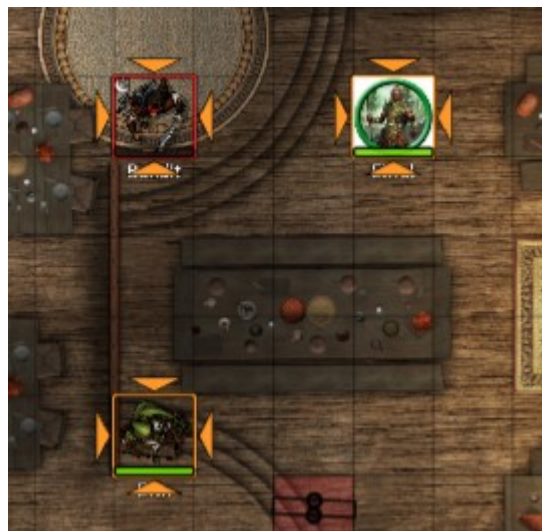
(Targeted Tokens)

Measuring Distance

The last icon of the right column when the Basic Controls are selected, which looks like a straight-edge rule is the tool for Measuring Distance. You start the process by left clicking on the map (it does not have to be on a token) and dragging the mouse away.   If you hold down the CTRL key and then release the left mouse button and then click with the left mouse button, it leaves a "waypoint" so you can measure distances with angles and have it track the total for you (the number in brackets)

You can also move tokens while using the measurement tool *by using the space bar at the end*, just as you can when using the selection tool.


(Measuring distance / Selecting a movement path)

Canvas Layer Tools – Measurement Controls / Measured Templates

The next group of Canvas Layer tools are the measurement tools for drawing measured templates. These tools are for measuring distances and areas for things like spell effects, rather than movement. There are four of them, and they all work in a similar fashion:

- A circle, for measuring / identifying areas of effect that are **circles**
- A "<", for measuring / identifying areas of effect that are **cones**
- A rectangular box, for measuring / identifying areas of effect that are **rectangles**
- An arrow symbol for measuring / identifying areas of effect that are **rays**
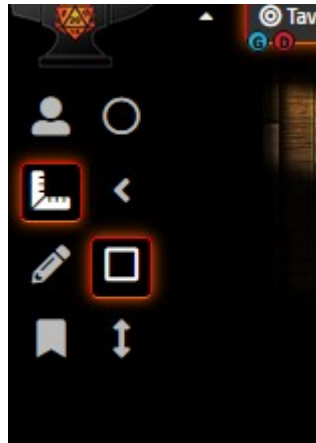
(Measurement Controls)

These all work similar to measuring distance or moving. You start by left clicking the mouse somewhere, and *while holding the left mouse button down* dragging the shape in the desired distance and direction. When you release the left mouse button two things happen:

1. The areas of the map under the effect are highlighted in red on *everyone's* display
2. A little "starburst" icon is left behind where you initially clicked.

To erase the area measurement, click on the starburst icon, and press the Delete key. You can also undo an area measurement by hitting CTRL+z

On the next page is an example of a measured circular area.

The next tool in the image above, that looks like a pencil, is for **drawing** on the map. Currently the (default) permissions settings will not allow players to scribble on my maps. ;)

The last tool in the image above is for **journal notes** which the DM can place on the map. For players it does not seem to do anything useful.

(An area of effect, with a two Tokens inside)

Tokens

As was stated before, tokens represent entities on the Foundry VTT area of play, called the map (which is part of a "Scene"). Sometimes tokens may appear as creatures viewed from the top. Other tokens are set up with a kind of portrait, usually in a circle.

Below the token is a health bar, so you can readily see the condition of your party's characters. It also changes color as the character takes damage.

If you hover over a token, it will display a colored boundary. Friendly players have an orange boundary, hostile creatures have a red colored boundary.

If you hold down the CTRL key, then moving your mouse scroll button rotates the token image of any selected tokens that you have control over.

Double clicking on a friendly token you do not own brings up a background document on the character. Double clicking on your own token brings up your character sheet. I'll be covering character sheets in a separate document.

*Right-clicking* on a token brings up the token's context menu.


(A token, showing its token menu)

- The number next to the carat (^) displays your current elevation above ground.
- The target icon allows you to target yourself (why they bothered with this is beyond me.)
- To the top right is an icon for accessing the effects menu. Ordinarily the DM will apply effects to your token, but you can also do so.
- To the bottom right is an icon to enter or leave combat. The DM will take care of this for you.
- At the bottom are your current (Temporary) hit points. This allows editing in case a mistake is made applying damage or healing.

Doors

As the last stop on our tour, there are doors. Doors can be secret (in which case you can't see them until you detect them and the DM makes it apparent), locked, open or closed. Player's don't seem to be able to tell the difference between a locked door and a door that is simply closed – except if they try to open a locked door, it just doesn't open. The door icons are small and semi-transparent, so they can be hard to see – even when they are not *supposed* to be secret. ;)
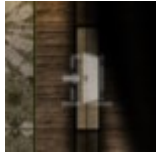
An open door looks like this:
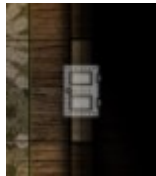
And a closed door looks like this: