Character Sheet

1. Create a new character sheet. Edit it.
2. Put it in all players journals.
3. Make it editable by all players (increases immersion by letting players add their knowledge).
4. Give it relevant tags.
5. Upload a picture (Avatar).
6. Skip default token (for now).
7. Enter your write up.
8. You can also add additional pictures in the write up. If you have trouble pasting them in, try uploading them as an avatar, then copying that image, then pasting it in.

Invisible Token

1. Open up a blank power point presentation.
2. Delete the automatic text boxes.
3. Go to the insert tab and click shapes, and then a box. Its dimensions do not matter.
4. Then click on shape fill -> no fill and outline -> no outline.
5. Next, right click on your invisible, copy it, and paste special as a picture.
6. Then, save it as a png file called "invisible token."

Link the Token to the Character Sheet

1. Click the "Art Library" Tab.
2. Click on upload and upload your token.
3. Drag it out onto the map.
4. Resize it around the name and marker of your map location.
5. Edit the Token
6. On the basic tab Change "Represents Character" to the character you made.
7. Uncheck sure all "see" and "edits" are unchecked.
8. Save and close it.
9. Keep the token selected, open the character sheet and click "use selected token." Save and Close.
10. Shift-Double-Click on Warington City!