



## **The Keep 1.0**

Personal Information Manager for Gamers

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## 1 Introduction

Welcome to The Keep, a Personal Information Manager designed specifically for gamers. With The Keep, you can keep track of all your gaming information - your notes, maps, character sheets, handouts, and other files using an intuitive folder style interface.

## 2 Installation

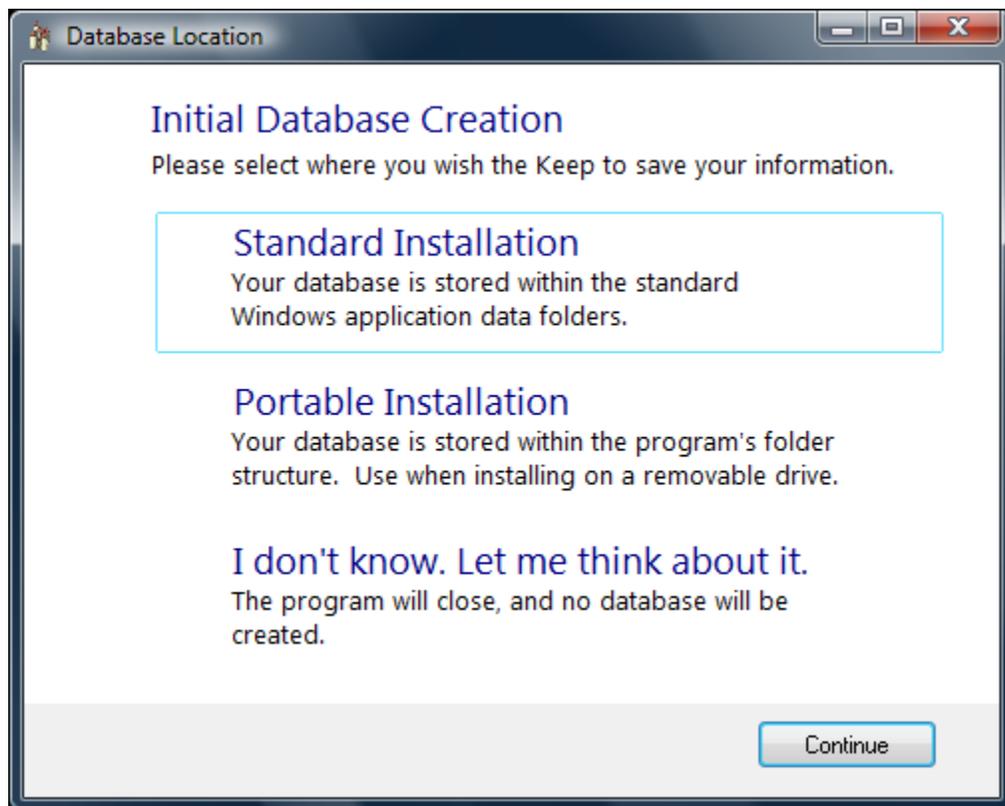
When you first run The Keep, you will be asked where on your computer you want to store its database files. There's two options - a Standard Installation, and a Portable Installation. You only have to select this the very first time you run The Keep.

The *Standard Installation* will be appropriate for most people. This tells The Keep to store its database files within Windows' specified application data directory. If you are installing The Keep onto your desktop or laptop computer, this is generally the best option. Under Windows Vista, this directory is typically:

```
<User>\AppData\Roaming\NBOS
```

The *Portable Installation* option tells The Keep to store its database files within the same folder (directory) that the program is installed into. This option is designed to allow The Keep to be installed onto portable drives (USB flash drives, portable hard drives, etc) that move from computer to computer. For example, if you install The Keep into a USB flash drive, you can then run it from the flash drive on both your work and home PC.

Note that Windows Vista (as well as Windows XP and Windows 2000, if running under a limited user account) does not permit data files stored within the Program Files directory to be modified unless you have administrator rights to the computer or have otherwise configured the PC to allow it. So using this Portable Installation option when installing to the computer's main hard drive is certainly possible, but not recommended unless you are familiar with how Windows protects files within the Program Files directory.



## 3 Topic Entries

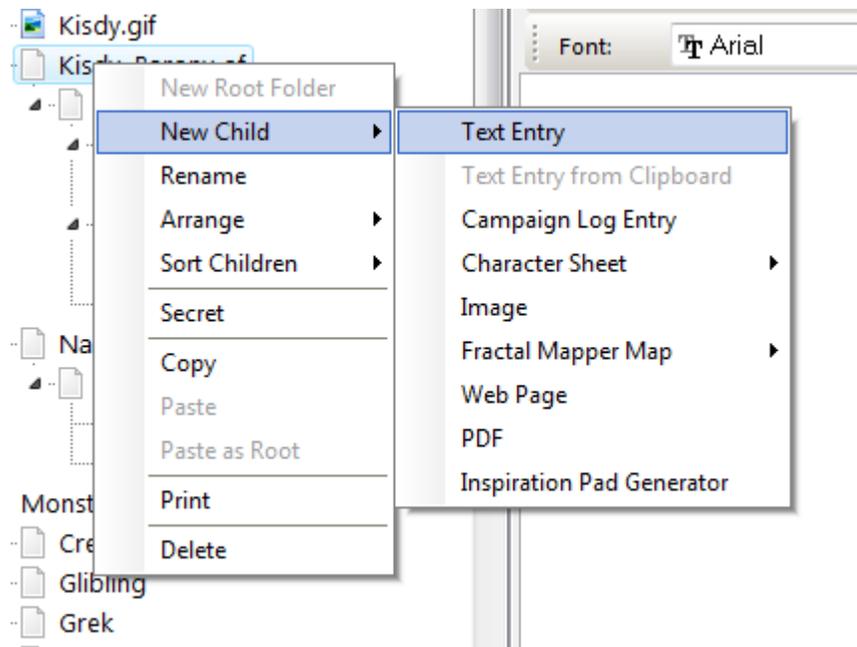
### 3.1 About Topic Entries

The Keep organizes all your information by topics. Each topic can contain some bit of information about your game world. A topic might be a description of a town, or a map, or your character's character sheet.

There's a number of different types of topics supported. Each has its own capabilities tailored to that type of topic.

When you select a topic in the topic tree, the contents of that topic are displayed on the right side of the window. Once displayed, you can edit/view the contents of that topic. When you switch to another topic by clicking on another one in the topic tree, any changes you made to the topic you were editing are automatically saved to the database.

To create a new topic, right click on the topic tree and select one of the items in the New Child menu.



When you do this, you will create a new topic 'under' the topic that's currently selected in the tree.

To create a top-most, or 'root', topic, select New Root Folder from the pop-up menu. Root topics may only be Text topics.

Topics can be rearranged by dragging and dropping them into other locations in your topic tree. You can also rearrange the order in which sub-topics are displayed by right clicking on a parent topic, and using the Sort Children or Arrange items in the pop-up menu.

To delete a topic, drag it to the trash item in the topic tree. You can permanently delete a topic (along with any files associated with it) by selecting File - Empty Trash from the main menu.

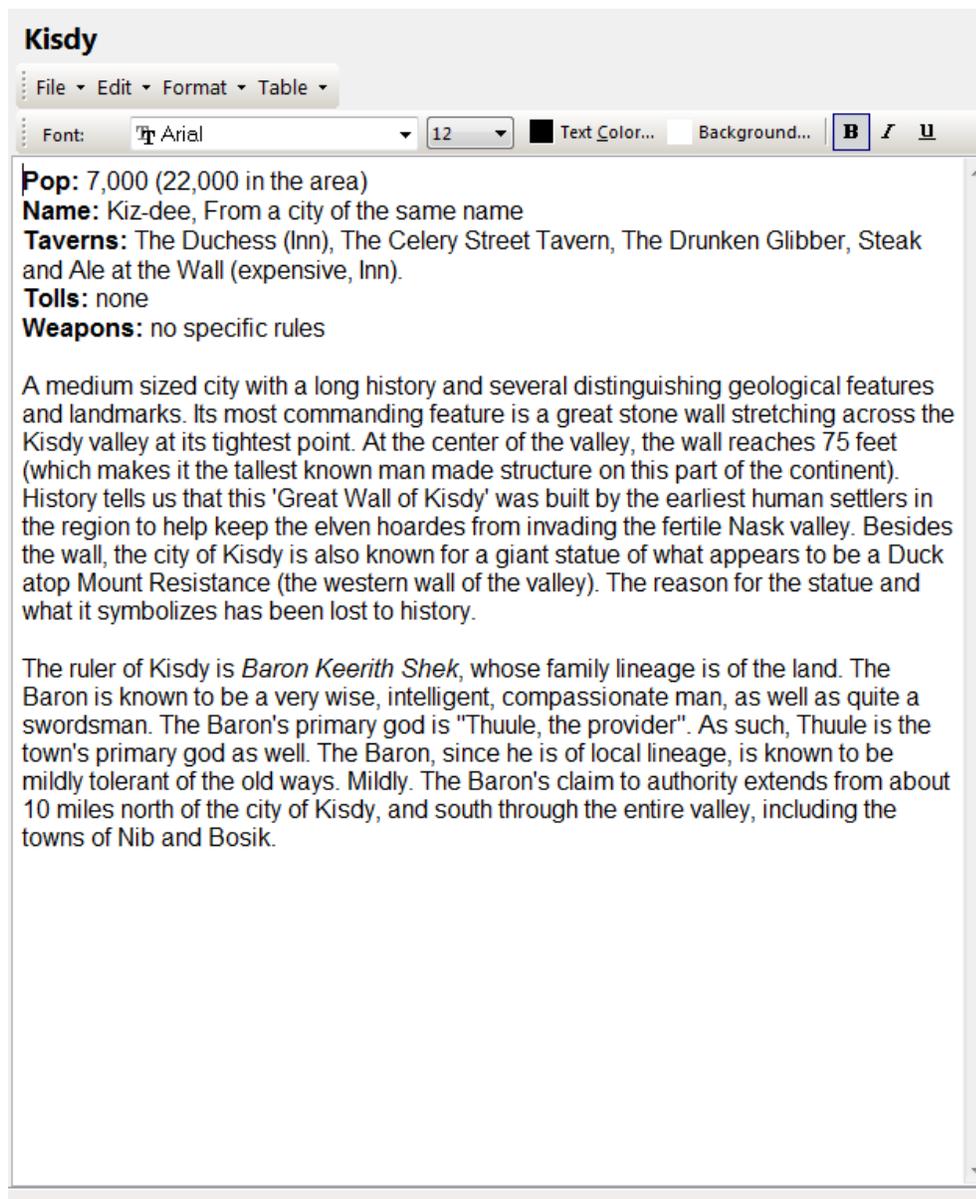
You can make copies of a topic by right clicking on a topic and selecting Copy from the pop-up menu. When you do this, the topic is copied under the Clipboard item in your topic tree. You can paste the topic into a location by selecting a parent topic, right clicking, and selecting Paste from the pop-up menu. You can also drag/and drop the topics from the clipboard into new locations as well, which creates new copies after each drag/drop.

## 3.2 Text (Word Processor)

The topic type you'll mostly likely use the most is the Text topic. Text topics provide a word processor you can use to enter your gaming information.

The word processor operates in a manner similar to others, and if you've used one before should feel familiar. The word process supports multiple fonts, text color and sizes, background color, paragraph formatting, pictures in text, and resizable tables.

When you navigate away from a text topic, it is automatically saved to the database.



The word processor features an integrated spell checker. You can check your spelling in two ways, either as you type, or by checking the entire topic at once. If you enable Live Spell Checking in the Edit menu, misspelled words will be underlined as you type. You can also select Edit - Spell Check Topic if you wish to run the spell checker manually.

The spell checker allows you to temporarily ignore misspelled words (for this use of the program), or add the words to the dictionary. Once added, the words are stored in The Keep's database and will be maintained between uses of the program.

### 3.2.1 Hyperlinks

The Keep supports hyperlinking between topics. In your text topics, you can insert hyperlinks that point to other topics in your database or to any web page online.

In the word processor, hyperlinks between two topics are displayed as green underlined text. Hyperlinks that target web pages are displayed as blue underlined text.

To follow a hyperlink, place the mouse pointer over the link, and click it while holding the Ctrl key down.

### **Creating Hyperlinks**

There are two ways to create a hyperlink in your text topics. You can directly insert a hyperlink, or copy and paste a hyperlink from the topic tree.

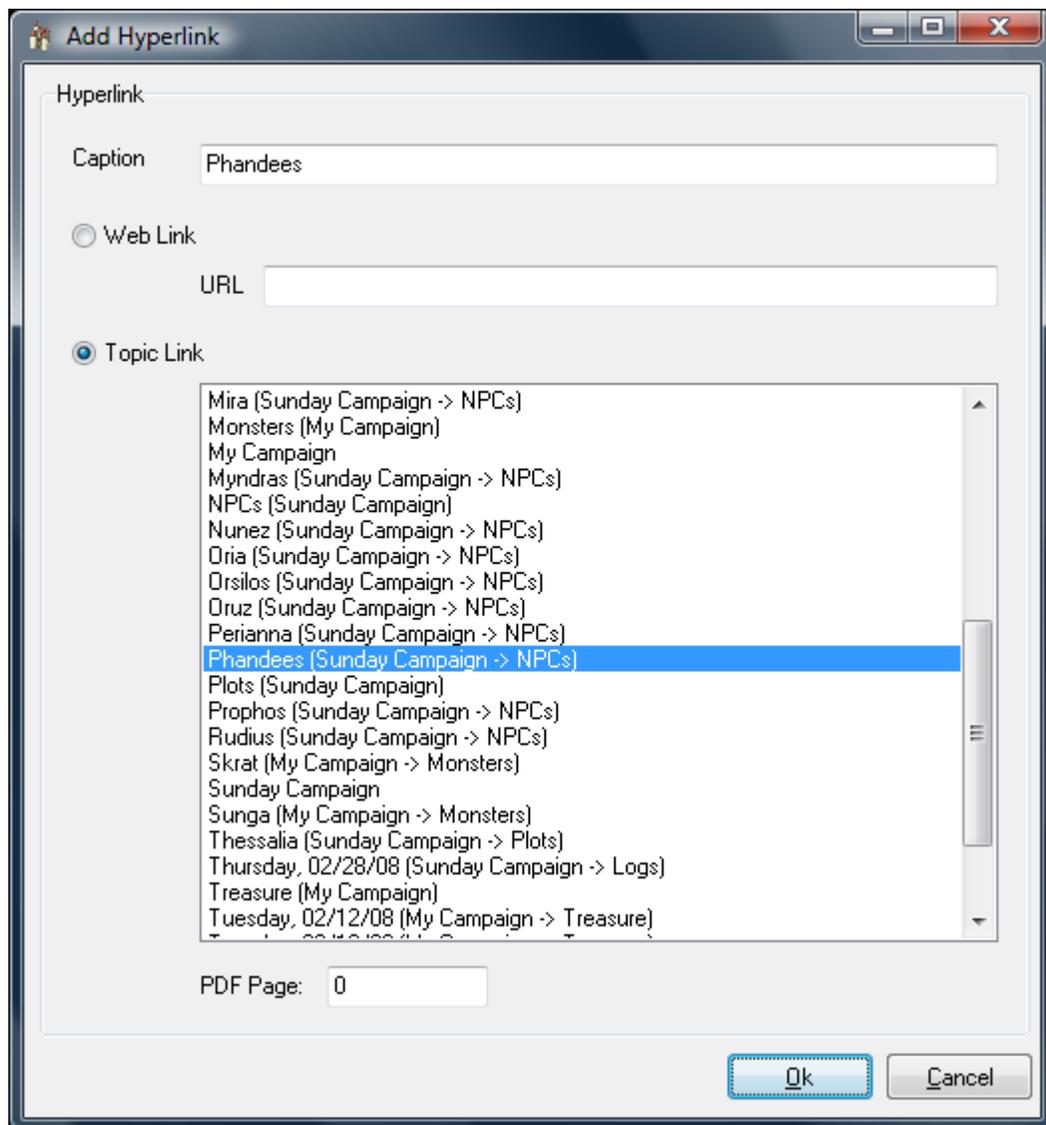
#### Inserting a Hyperlink

To insert a hyperlink directly into your text, place the cursor at the location you wish to insert a hyperlink, and select Edit - Insert Hyperlink from the word processor's menu. The Add Hyperlink window will display, allowing you to select a target topic or web URL for the hyperlink. If text is selected in the word processor when you do this, that text is automatically assigned as the caption of your link.

The caption is the text displayed in the word processor as the link. If you leave this blank, the caption will automatically be set to either the name of the target topic, or the URL of the web page being linked to.

Then select the target of your hyperlink. If the target is a web page, enter the address in the URL box and check the Web Link button. If the target is another topic in your database, select the target topic from the list of topics displayed, and check the Topic Link button.

If you are linking to a PDF file, you can also select a page within the PDF to link to. Enter the page number in the PDF Page box, or leave at 0 to link to the start of the document.



### Copy and Pasting Hyperlinks

To create a hyperlink to another topic in your database by copy and pasting it, first right-click over the topic in the topic tree that you want as the *target* of the link, and select Copy Link Target from the pop-up menu.

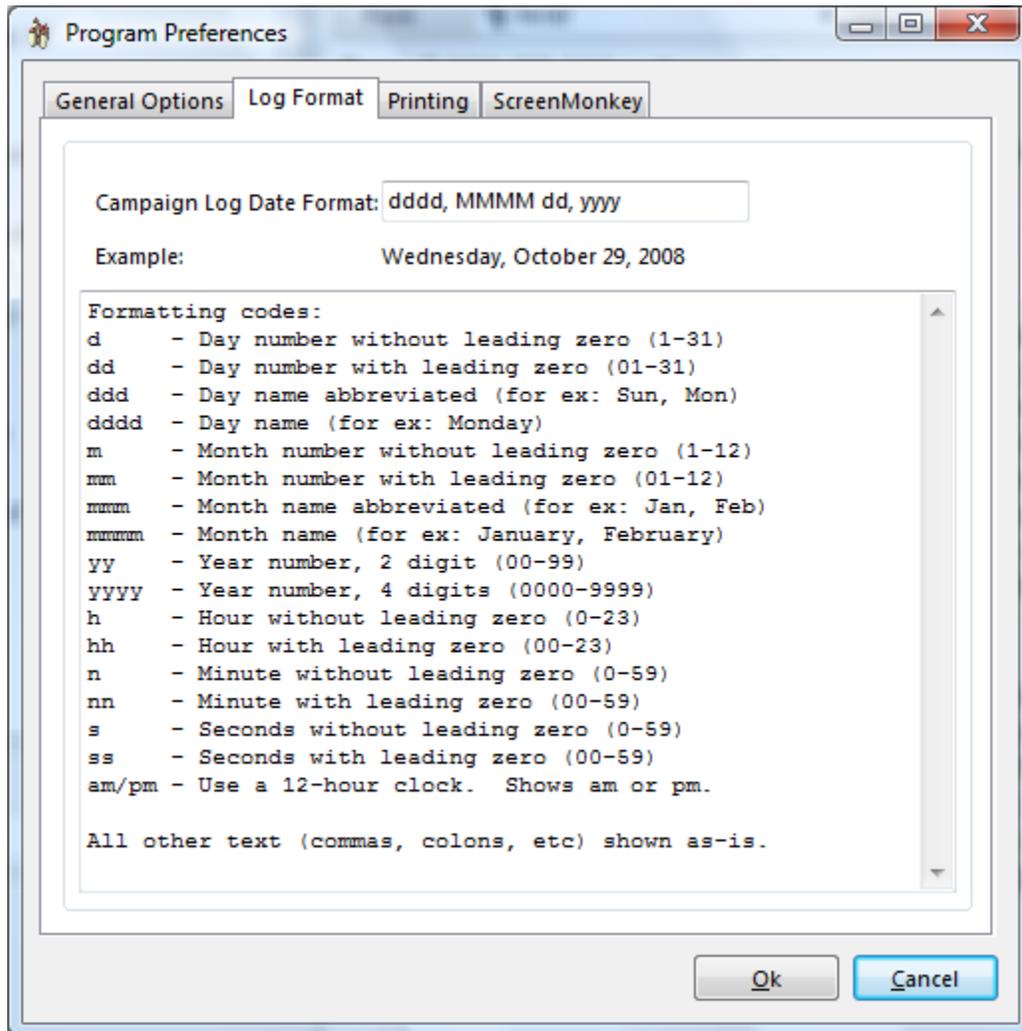
Then, in your text topic, select Edit - Paste Hyperlink from the word processor's menu. A link to the target topic is inserted at the current cursor position in the text. Alternatively, right click on the text editor, and select Paste Hyperlink from the pop-up menu.

## 3.3 Campaign Logs

Campaign Logs are Text topics that help the game master easily make logs about events in their campaign. When you create a new Campaign Log entry, a new Text topic is created,

and assigned a name based on the current date.

You can control how a Campaign Log's name is formatted by setting the log format in the Program Preferences window. Select File - Program Preferences... from the menu. On the Log Format tab, you can tell the program how you want the date displayed.

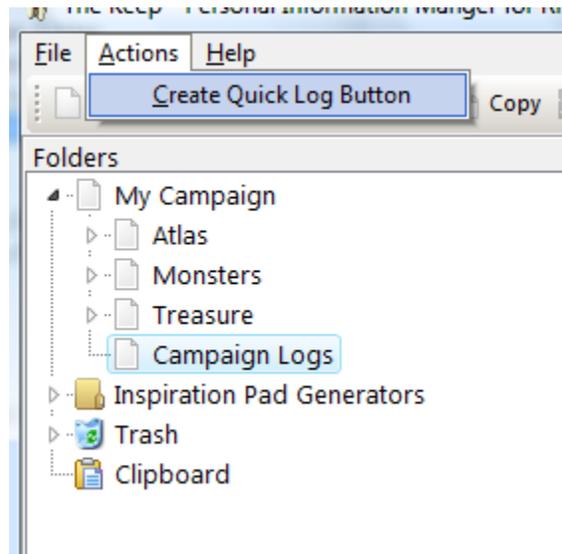


When you change the Log Format for Campaign Log entries, all Campaign Log entries in the database are updated to use the new format.

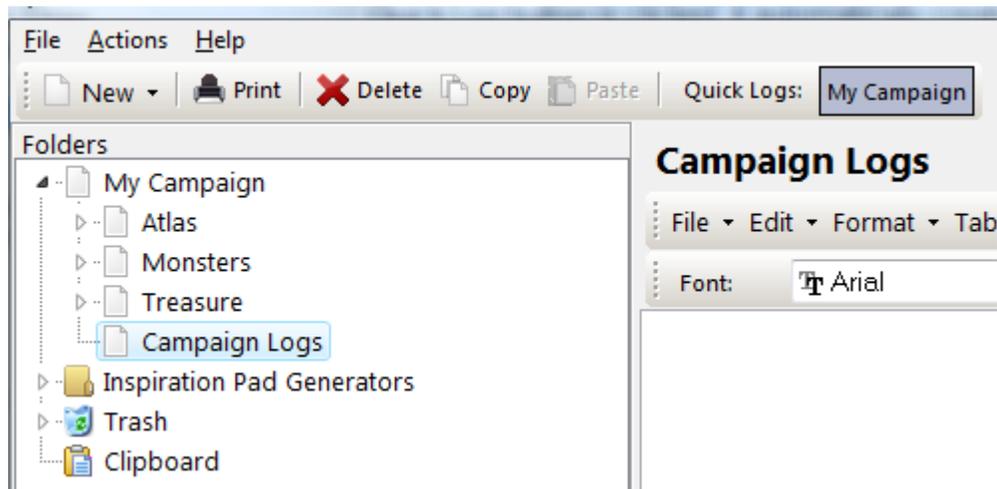
### 3.3.1 Quick Log Buttons

To make Campaign Logs even more convenient, you can set up 'Quick Log' buttons on the toolbar. When a Quick Log button is clicked, it automatically creates a new Campaign Log topic under a pre-defined topic, and brings up the word processor so you can immediately start typing.

To create a Quick Log button, first select the topic under which you want your logs created. Then select Actions - Create Quick Log Button from the main menu.



When you do this, a Quick Log button is created and placed on the program's toolbar. Whenever this button is clicked, a new Campaign Log entry is created under the topic you had selected.

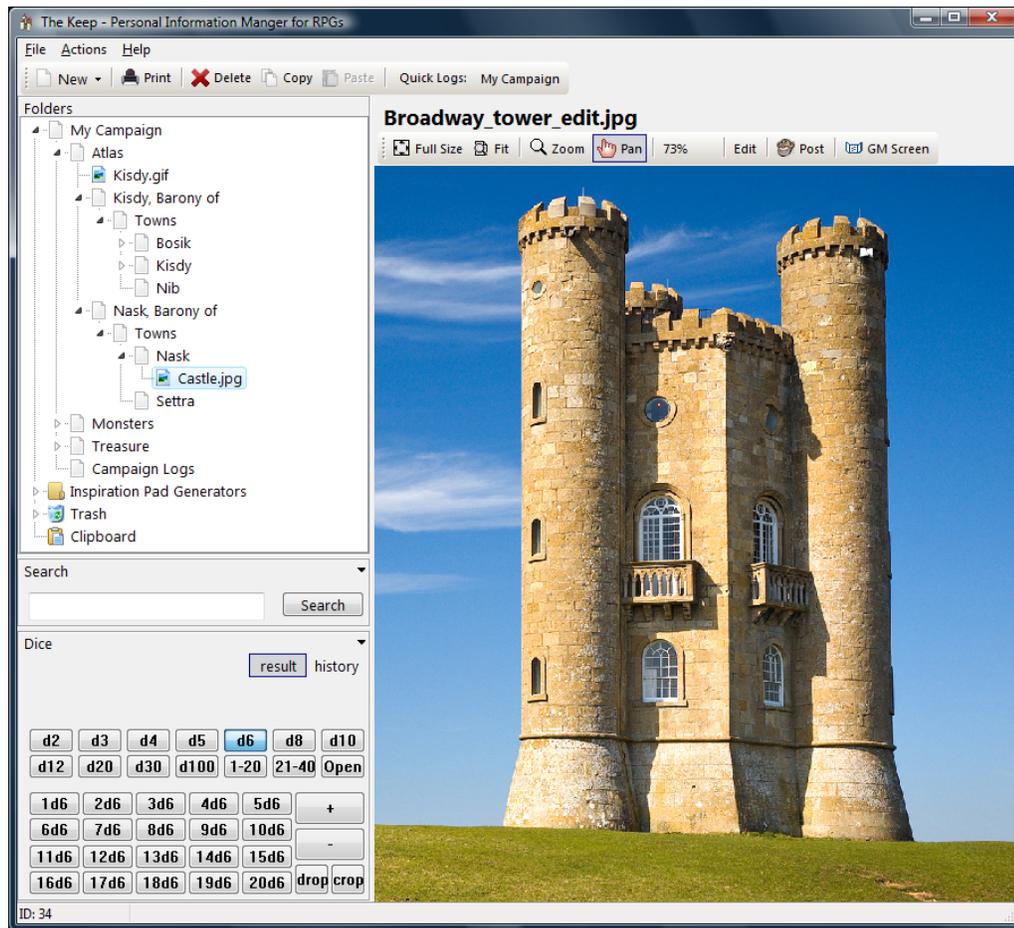


To remove a Quick Log button, right click on the button itself and select Delete.

### 3.4 Images

Image topics let you keep track of images/pictures you use in your campaign. You can pan around images, zoom in and out, [post them to ScreenMonkey](#)<sup>[19]</sup>, or display them on the [GM Screen](#)<sup>[18]</sup>.

To create a new Image entry, right click on a topic in the topic tree, and select New Child - Image from the pop-up menu. Alternatively, you can drag one or more image files from Windows explorer onto the desired parent topic, and the image topics will be created.



### 3.5 Fractal Mapper Maps

The Keep integrates with NBOS Software's popular mapping system for RPG's, Fractal Mapper, and lets you keep track of your Fractal Mapper maps, edit them, and create new ones.

While actually owning a copy of Fractal Mapper is not required to *view* maps, it is required for editing them and creating new maps from templates.

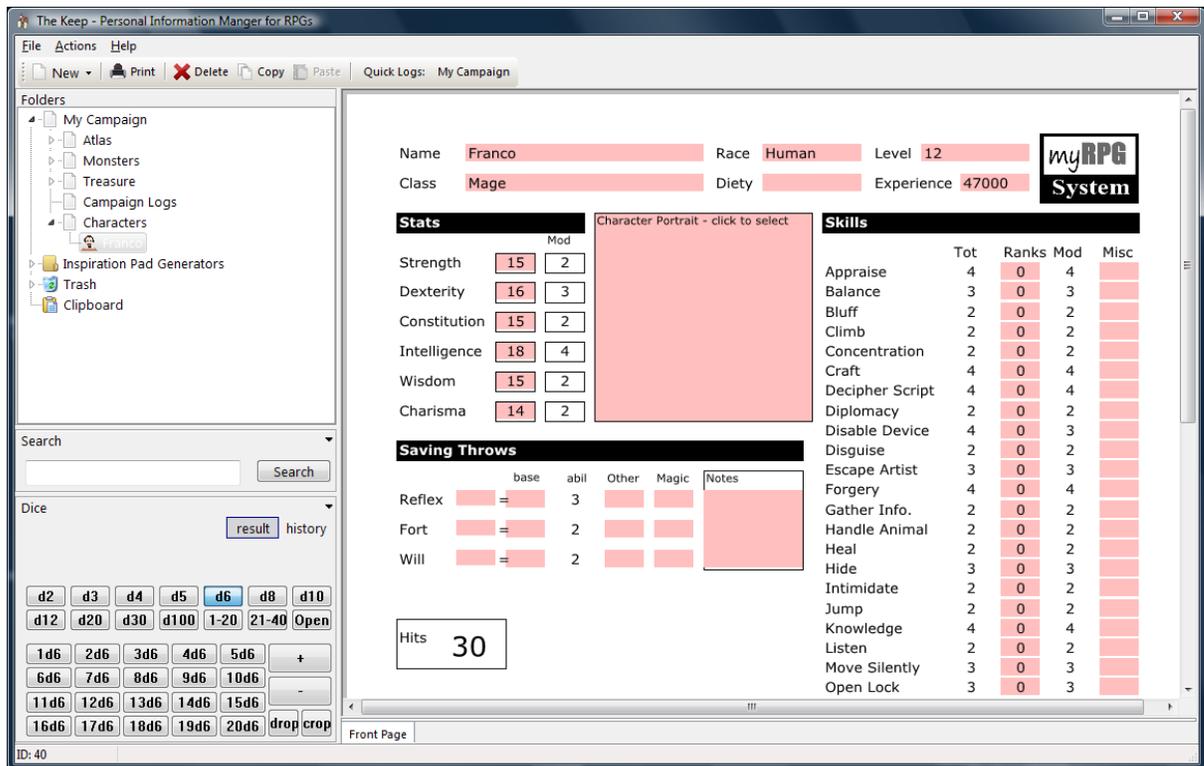
You can create a Fractal Mapper entry in The Keep in several ways.

To add an existing Fractal Mapper map to The Keep, right click on a topic and select New Child - Fractal Mapper Map - From File from the pop-up menu. When you select the file, the map is added to The Keep. Alternatively, like images, you can drag a Fractal Mapper map from Windows Explorer onto a topic in the topic tree.

To create a new, blank Fractal Mapper map, right click on a topic and select New Child - Fractal Mapper Map - Blank Map from the pop-up menu.

To create a new Fractal Mapper from a Fractal Mapper template, right click on a topic and select New Child - Fractal Mapper Map from the pop-up menu, and then select one of the available templates. If you do not have Fractal Mapper installed, no templates will be





If you don't have the NBOS Character Sheet Designer installed (or if you have installed The Keep in portable mode), you can add Character Sheet definitions to the list of available character sheets by selecting File - Install Character Sheet Definition from the menu.

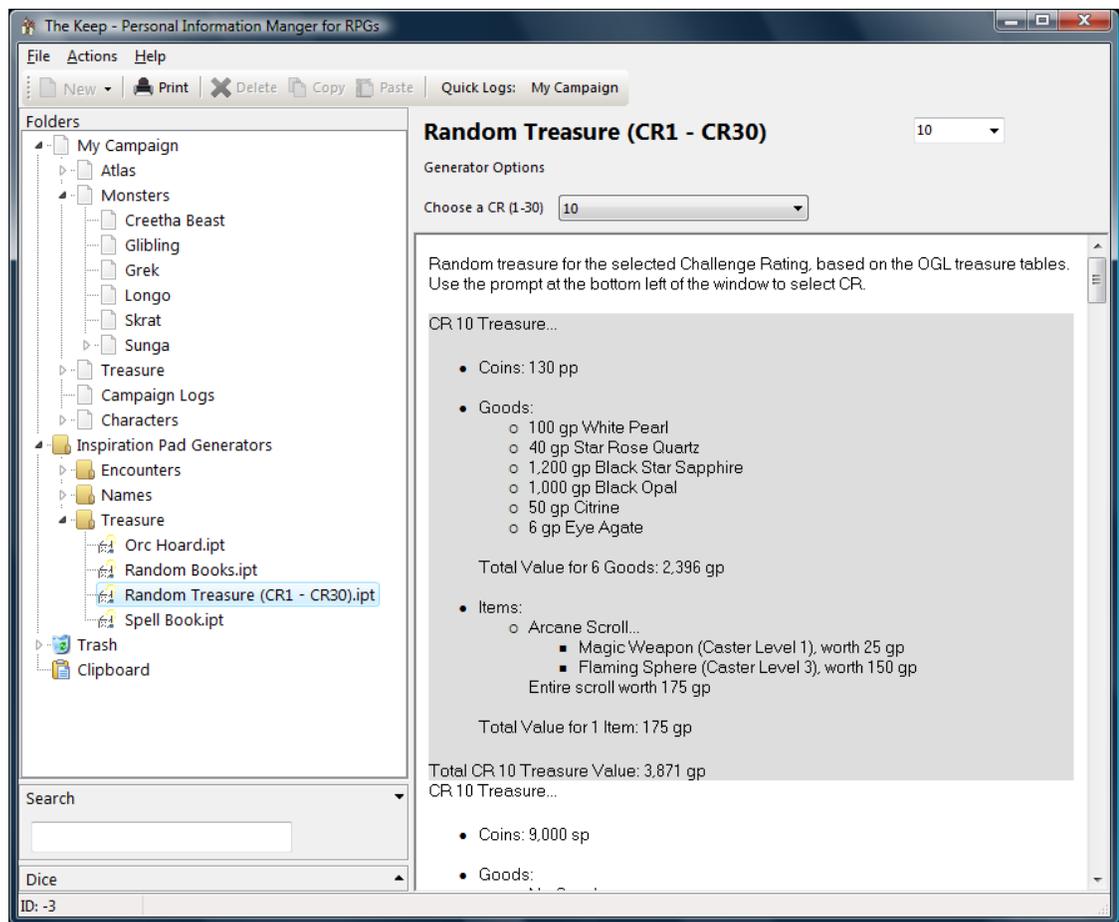
### 3.7 Inspiration Pad Generators

The Keep can organize your Inspiration Pad generators in two ways.

If you have Inspiration Pad Pro installed, the generators that are installed will all be available as individual topics under the Inspiration Pad Generators root topic.

Alternatively, you can create an entry for a Inspiration Pad Pro generator which can be placed anywhere into your own topics. This is especially useful if you plan to distribute your generators, and want them included within any database export files. To add an Inspiration Pad Pro generator in this manner, select a topic in the topic tree, and right click. Select New Child - Inspiration Pad Pro generator from the pop-up menu.

Note: Inspiration Pad Pro generators added in this way should be self-contained generators. That is, they should not require additional files or have been created with the Export Table feature of Inspiration Pad Pro. If generators aren't self contained, if you send a database file to someone else, they won't have all the files they need to run the generator.



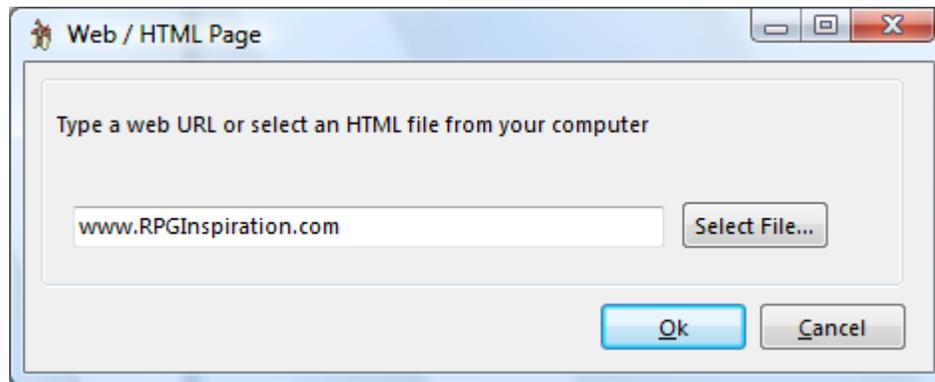
### 3.8 PDFs

To add a PDF file as a topic entry, right click over a topic and select New Child - PDF from the pop-up menu. When you select the PDF file to add, the file is copied into The Keep's database.

**Note:** To enable integrated PDF viewing, Adobe Viewer version 7 or later must be installed on your PC.

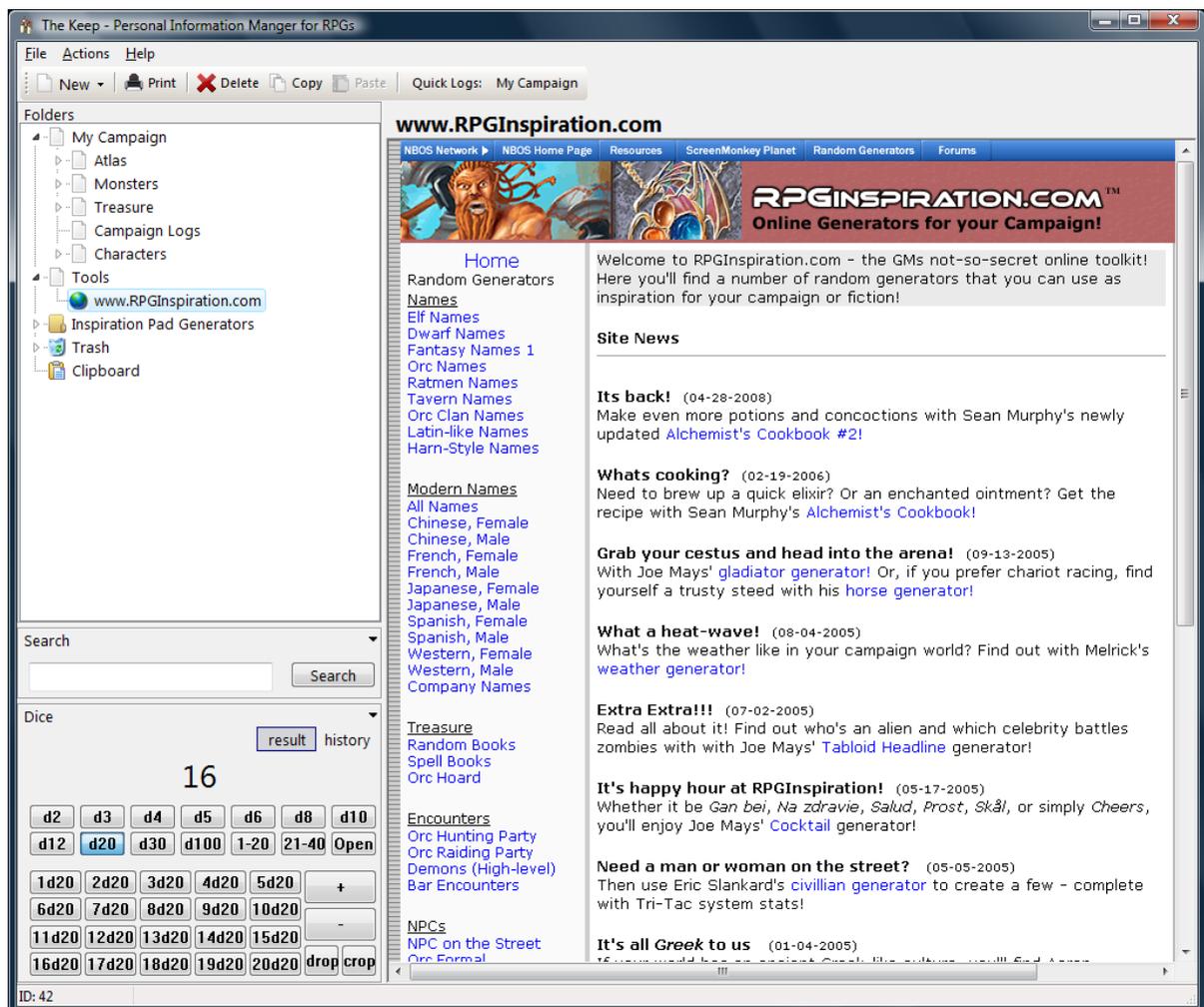
### 3.9 Web Pages / HTML Files

To add a web page as a topic entry, right click over a topic and select New Child - Web Page from the pop-up menu. You can enter either a web URL or select an HTML file that is stored on your PC.



If you select an HTML file stored on your PC, the file is copied into The Keep's database.

If you select a web URL, the file is not copied into The Keep's database, but rather the web page is displayed from the internet as it would normally be in a browser (so you need to be connected to the internet for this to work).



### 3.10 Attachments

The Keep can also keep track of any other file you wish to store in your database. These are called Attachments. They might be spreadsheets, handouts, or even data files for other gaming utilities. While The Keep cannot display such files within its own windows the way it can show a web page or map, it does provide a link to the file which will allow you to launch the file from within The Keep.

To add an Attachment to The Keep, drag the file you wish to add from the Windows File Explorer to the point where you want it to reside in your topic tree. Any file type not recognized as one of the supported file types (images, Fractal Mapper maps, etc) will be added as an attachment.

## 4 Printing

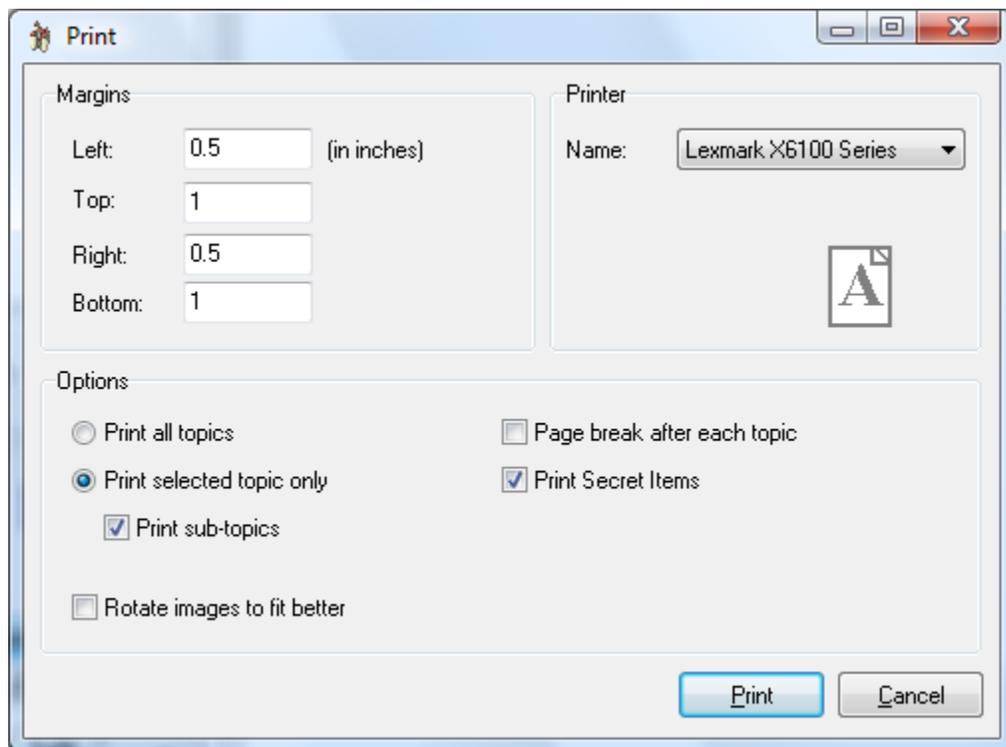
Your topic entries can be printed singly or in groups. To print one or more topics, right click over the topic you want to print and select Print from the pop-up menu. Or, select File - Print from the main menu.

To print all of your topics, select the Print all topics option.

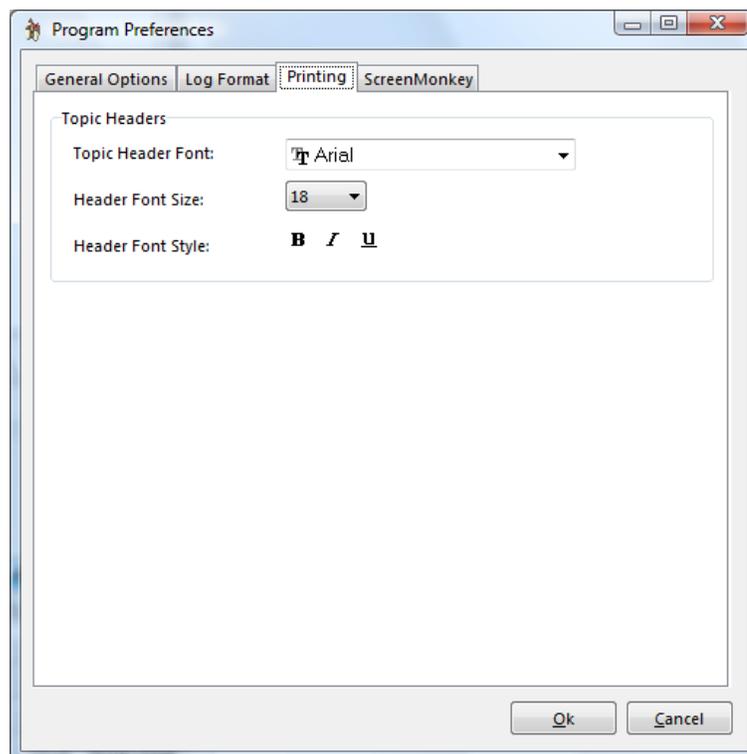
To print the selected topic, select Print selected topic only.

To print the currently selected topic, and any sub-topics beneath it, select Print selected topic only, and check the Print sub-topics box. This is useful for printing off an entire adventure with maps and handouts, a section of a rules set, etc.

Text topics, Images, Fractal Mapper Maps, and Character Sheets will be printed as part of your document. All other topic types (PDF's, etc.) need to be printed by their respective viewer application.

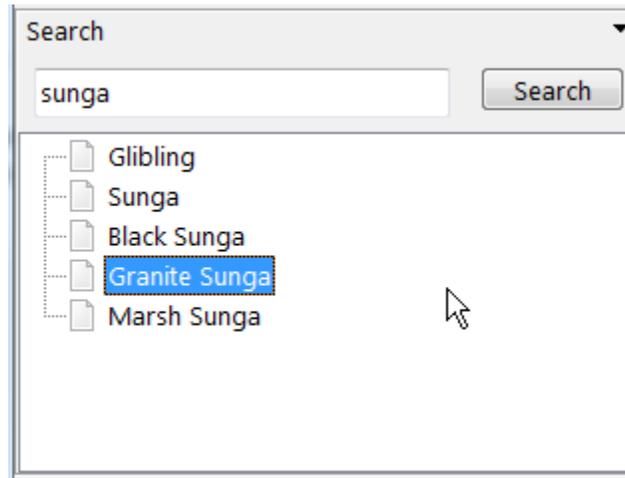


You can control the font used for headers in your printed document using the options found on the Printing tab in the Program Preferences window (File - Program Preferences from the main menu).



## 5 Searching

The Keep allows you to search your database for topics containing text you want to find. Think of it as an integrated search engine. To search your database, enter the text you want to find into the box on the Search panel, and press the Search button.



Normally, when you enter text within the search box, the program will attempt to find any topic containing *any* of the words entered into the search box. Like a web search engine, you can change this behavior.

To search for a specific phrase, place the text in double quotes.

```
"Wand of Lightning"
```

To require that a particular word or phrase is required, put a plus sign in front of it

```
+orc
```

This is most useful when searching for two topics that have two or more specific words in common.

To ignore any topic containing a word or phrase, place a minus sign in front of it.

```
- "easy dungeon"
```

When you hit the search button, any topic matching your search terms is displayed in the search results. Clicking on the individual results displays the topic, and also activates that topic in the topic tree so you can see where the topic resides in your database.

The Keep is capable of searching all the contents of text topics, campaign logs, Fractal Mapper maps, and Character Sheets. The Keep cannot search within PDF files. The Keep will return PDF and other types of files (ie, images) if their names match the search terms.

## 6 Saving Topics to Files

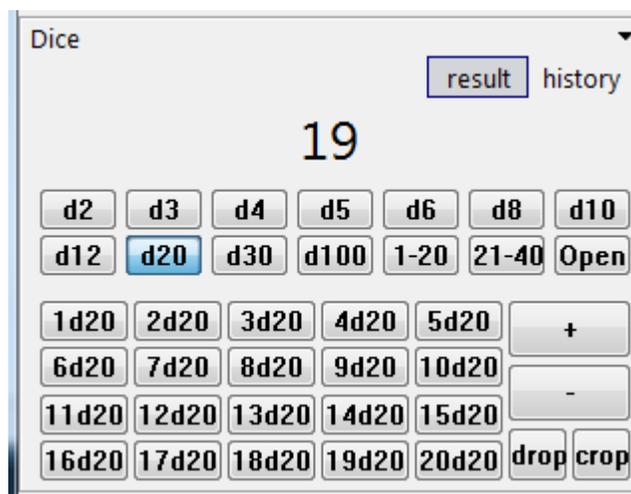
Individual topics can be saved to files so that you can, for example, send copies of the file to your friends. [Text](#)<sup>[3]</sup> topics and [Campaign Log](#)<sup>[6]</sup> entries are saved as Rich Text Formatted (.rtf) files. All other exported topics are saved as files of their underlying type. That is, images are saved as images, Fractal Mapper maps are saved as Fractal Mapper maps, etc.

To save single topic to a file, select the topic in the Topic tree, and then select File - Save Topic to File from the program menu. Select a name for the file, and click Ok.

This feature is different from the [Import / Export](#)<sup>[20]</sup> feature. The Import / Export feature creates a special database file containing information about one or more topics that can be read by The Keep. The Save Topics to File feature copies the file associated with the topic (the image, the map, etc.) to the location you select.

## 7 Dice Roller

As to be expected in a program designed for gamers, The Keep features an embedded dice roller. With the Dice Roller, you can roll simple dice, or generate more complex expressions.



To make a simple dice roll, select the type of dice you want to roll in the top set of buttons, and then click the button in the bottom set that corresponds to the number of dice you want to roll.

To roll 3d6, for example, select d6 from the top set, and then 3d6 from the bottom set.

To add or subtract a fixed number after the dice roll, click the + or - button, select either 1-20 or 21-40, and then the modifier.

So to roll  $3d6+4$ , select d6, then 3d6, then +, then 21-40, and 4.

You can continue adding or subtracting dice or modifiers as long as you keep using the + or - button.

To roll  $3d6+2d8+12$ , for example, select d6, then 3d6, then +, then d8, then 2d8, then +, then 1-20, then 12.

You can also drop the lowest X number of dice from a multiple dice roll by using the drop button. For example, to roll  $4d6$  dropping the lowest, select d6, 4d6, drop, 1d6. You can do the opposite - remove the highest dice - by similarly using the crop button.

The Dice Roller also supports 'open ended' dice rolling. When the Open button is toggled, all dice rolls are performed open ended. When a die is rolled and it matches its maximum value (a 6 on a d6, a 10 on a d10, etc), an additional die is rolled and added to the total. If that die is also a maximum value, another die is rolled and added. This continues until a maximum is not rolled. The only dice specific exception is d100 rolls. When a d100 roll is made, the open ended range is considered 96-100.

You can see a history of your dice rolls by toggling the history button. This will show you both your dice history and the results of individual die rolls when rolling combinations. To go back to displaying just the current dice roll, toggle the result button.

## 8 GM Screen

If you use a laptop or desktop computer during your game, you may find the GM Screen feature of great use. Using this feature you can display maps and images onto a second attached monitor (or device acting like a second monitor, such as a projector). This is useful for showing areas of interest to your players without having to dig through piles of printed maps or turn your laptop around so everyone can see it. When you show an image or map on a second monitor, a pointer is displayed on the second monitor as you move your mouse, allowing you to note items of interest to your players as you describe the graphic.

To show a Fractal Mapper map or an image on the GM Screen, navigate to the map or image's topic and click the GM Screen button in the viewer's toolbar.

For images, that portion of the image that is viewable within The Keep is displayed 'best fit' onto the second monitor. Thus you can pan around and zoom in on an image to display a specific part of the image.

For Fractal Mapper maps it's similar. That part of the map that is viewable in The Keep is displayed on the second monitor, so you can select sections of the map to display by navigating to them. But as in Fractal Mapper itself, objects on layers marked as secret are not displayed on the second monitor.

Using this feature does require either a video card that supports more than one monitor, or

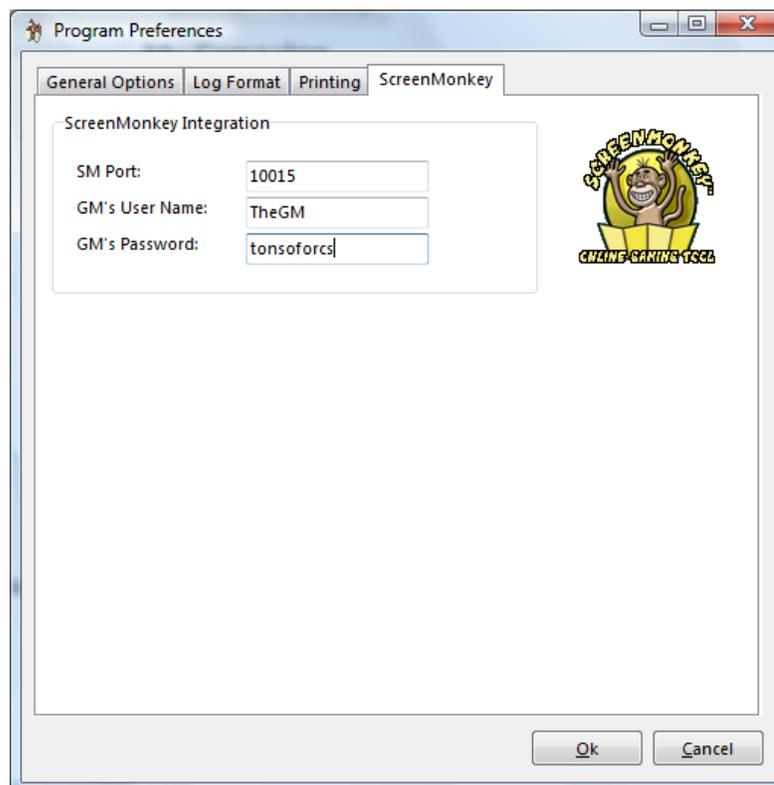
more than one video card in your computer. Consult your video driver's or operating system's help system for how to enable a second monitor. To support displaying two different things on two monitors, you'll need to 'Extend' the desktop, not 'Mirror' it.

If for some reason The Keep cannot detect a second monitor, and you enable this feature, the GM Screen window will still display - it'll just show the GM Screen window on your main monitor. This is done to support those output devices that might otherwise not be automatically detected. If you have more than one monitor, but the second one isn't detected, you can show the GM's Screen window and then drag it to the second monitor.

## 9 Posting to ScreenMonkey

The Keep integrates with ScreenMonkey, NBOS's Online Gaming program. ScreenMonkey is a tool GM's use to moderate traditional paper and dice RPG campaigns online. The Keep can send the currently displayed portion of maps or images right to ScreenMonkey. *For this feature to work, ScreenMonkey must be running on the same computer as The Keep.*

To make the link from The Keep to ScreenMonkey, you'll need to tell The Keep some configuration information. You can do this on the ScreenMonkey tab in the Program Preferences window (File - Program Preferences from the main menu).



Enter the networking 'Port' being used by your copy of ScreenMonkey. Usually this is 10015, but if you've changed it (to get the program to work from behind a firewall, for example), you'll need to be sure you have the correct port assigned here.

Then, enter the GM's User Name and GM's Password. These are the values assigned within

ScreenMonkey's Preferences window, accessible by selecting File-Preferences on ScreenMonkey's menu. Be sure to enter the GM User Name and GM Password, not the GM and Player Passwords settings.

Once the link is configured, you can post images and Fractal Mapper maps to ScreenMonkey. Navigate to an image or map topic and press the Post button. If the configuration above is correct (correct passwords and port), the map or image is displayed in ScreenMonkey.

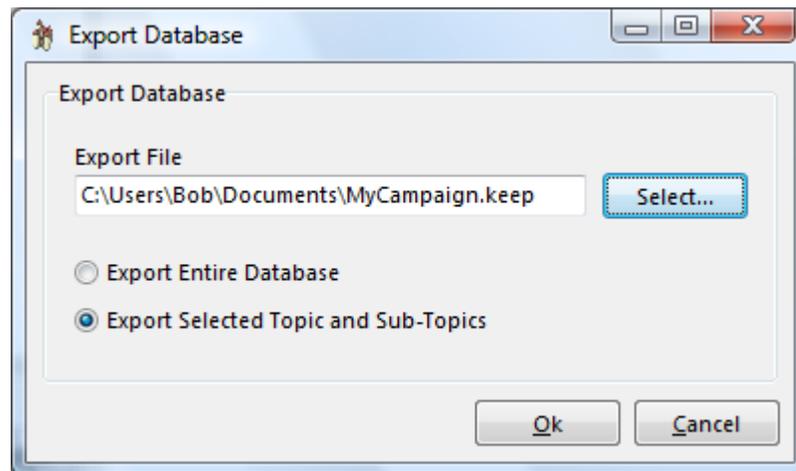
Only the portion of an image or map that is visible within The Keep is sent over to ScreenMonkey. So you can zoom and pan to select specific portions of a graphic to display within ScreenMonkey.

## 10 Import / Export

The Keep supports importing and exporting of information into it's database. This allows you to share your campaign information with others who also have The Keep. You can export either the entire contents of your database, or just a selected section.

To export your entire database, select File - Export Database... from the menu. Select the file to create, and select the Export Entire Database.

To export a selected portion of your database, select a topic in the topic tree, and then select File - Export Database... from the menu. Choose the name of the file to create, and select the Export Selected Topics and Sub-Topics option. This will create an export file that contains just the selected topic and any of its sub-topics.

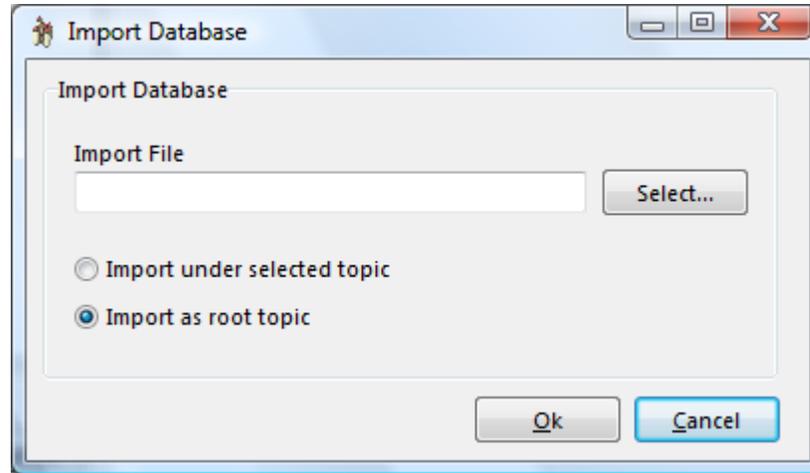


Once you've create the file, you can send it to your friends, and they can import that file into their database.

To import a database file and have its contents display as a root (top-most) topic, select File - Import Database... from the menu. Select the file you want to import, and select the Import as root topic option.

To import a database file and have its contents display under another topic, first select the

topic under which you want the imported data to be added. Then select File - Import Database... from the menu. Select the file you want to import, and select the Import under selected topic option.



## 11 Password Protection

The Keep allows you to password protect your database to prevent prying eyes from getting a glance at what awaits them in upcoming adventures.

To assign a password, select File Program - Preferences from the menu, and select the General Options tab. Enter a password into the New Password box, and then a second time in the Confirm box. If your database is already password protected, you'll also need to enter the current password into the Old Password box.

If you forget your password, you can remove the password protection by running the program from the command line, passing `/resetpassword` as a parameter, as such:

```
C:\Program Files\nbos\TheKeep>KeepCM.exe /resetpassword
```

Once the password is removed, you can go back into the Program Preferences window and add a password again.

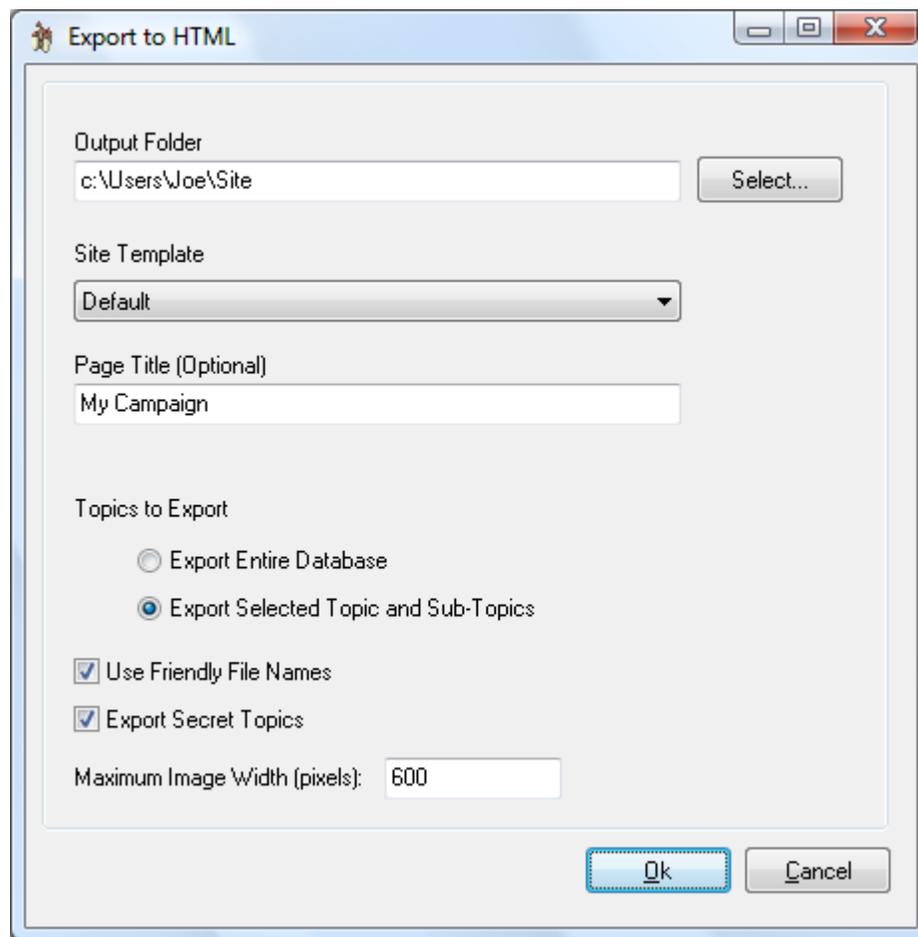
**Note:** The Keep's password protection is for casual security only, and *does not encrypt the information in your database*.

## 12 HTML Export

If you'd like to share the information in your database on your web site, you can use the HTML Export feature of The Keep to output one or more web pages created from your topics.

To export topics to HTML, select File - Export to HTML from the main menu.

There's a number of options you can control.



Output Folder tells the program where to save the HTML pages it generates. All generated files will be placed into that directory.

Site Template tells the program which template to use when generating HTML. See below for more information about how to use templates to customize the look and feel of your web pages.

Page Title is an additional piece of text assigned to the title of each generated HTML page. This text (if supplied) and the name of the topic are used as the title of each generated HTML page.

Topics to Export allows you to control what topics to export. If you select Export Entire Database, all topics are exported. Otherwise, only the selected topic and any of its subtopics are exported.

Use Friendly File Names tells the program to use the topic name (or version adjusted for file name restrictions and duplications) as the name of each file exported. If this is not selected, files are named by their internal id number as used by the database.

Export Secret Topics tells the program whether or not topics marked as secret should be exported.

Maximum Image Width specifies, in pixels, the maximum width of any image (be it an image, a map, or character sheet) generated during export. If an image is of this size or less, the image is used as is. If the image is larger, it is scaled down to the specified size.

When generation is complete, two additional files are also created and placed along side your HTML files.

The first is *topics.txt*. This is a text file containing a list of topic names and their corresponding HTML file.

The second is *topics.json*. This is a full recording of the exported tree structure - including topics, corresponding files, and sub-topics, stored in JavaScript Object Notation..

These files can be used when creating more complex web sites from exported data.

## 12.1 HTML Templates

To personalize the web pages created using the HTML Export, you can customize and create your own HTML templates.

HTML Templates are found in the *HTMLTemplates* directory, under the directory in which The Keep is installed. Each template is represented by a directory under the *HTMLTemplates* directory.

The most important, and only required, file for an HTML Template is a file called 'base.html'. This is an HTML file you create that defines the general look and feel of pages generated using that template. Embedded into the 'base.html' are one or more special tags. The Keep replaces these tags with the content of your topics.

The available tags are:

**%BODY%**

During generation, this tag is replaced with the content of your topic. That is, the body of text for a text topic, or an image.

**%PAGETITLE%**

This is the title of the web page, as typically placed between <title></title> tags. This value consists of the topic name and any value that is assigned to the Page Title field in the HTML Export window.

**%TITLE%**

This is the topic's name.

**%SITETITLE%**

This is the value assigned to the Page Title field in the HTML Export window.

**%INDEX%**

This is a list of links to the topics being generated, output as a tree-like structure to indicate topics and sub-topics.

Additional files, such as images, style sheets, and script files, can also be included in the template. Any file that resides in the template's directory will be copied over as-is to the target directory during HTML generation.

## 13 Advanced Capabilities

### 13.1 Custom Database Paths

If you wish your database and corresponding files to be located in an alternative location on your hard drive to those normally available during [installation](#)<sup>1</sup>, you can assign the desired *path* as a command line parameter

To assign an alternate database path, pass the '/path' parameter as part of the command line command, along with the path you wish to assign.

```
KeepCM.exe /path "C:\Users\Tom\Documents\Campaign1\"
```

Note that the parameter is a directory name, not the name of the database file to create. Also note that multiple databases cannot be stored within the same directory. If you wish to have multiple databases that you can switch between, each must reside in its own directory.

It's recommended to wrap the path name in double-quotes so that paths containing spaces will be correctly interpreted. The path requested must already exist.

By using this capability, shortcuts can be created that launch The Keep using different databases.

**Note:** Access to certain directories may be limited due to your operating system's security settings. When selecting a folder to store your database, be sure you have the necessary user rights within Windows to make changes to that folder.

### 13.2 File References

Normal behavior for The Keep is to copy any added file into the program's file storage area. If you'd rather The Keep not create copies of files, but instead just reference files in their existing location on your hard drive, you can enable File References.

To enable File References, check the Use External File References box in the Advanced area of the Program Preferences window.

When File References are enabled, any file added to The Keep, be it a map, image, web page, etc, will not be copied into The Keep's file storage area. Rather, the file is kept where it is, and only a reference to its location is stored within the database.

There are some drawbacks to consider before enabling this option. First, files that reside outside The Keep's file storage area are not monitored for changes. So if you add a map, for example, the program will not know to update The Keep's full text search index with the map's notes. Also, files can be kept in any location, so if you move to a new computer, you will have to be careful to be sure all the files needed by The Keep are kept in the exact same location on the new computer.

Even with this option enabled, files created by The Keep are still stored in The Keep's file storage area. For example, if you create a new map from a Fractal Mapper template, that file will be still be stored within The Keep's usual file storage area. Also, exported databases, when re-imported, will store any imported files in The Keep's file storage area. Referenced files are embedded into exported databases just as all other files are.

File References are tracked per file. So if you switch back and forth between enabling and disabling the setting, that does not affect the storage location of any files already within The Keep's database.