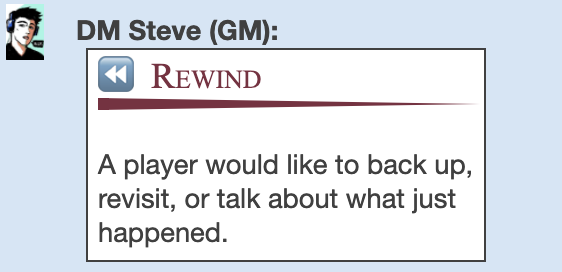
# Introduction

Below are the instructions on how to set up Safety Tool macros in Roll20. Only the GM needs to create the macros; players only need to enable the macros toolbar to use them.



*Macros appear as buttons that are always visible. Clicking on them sends a message to chat.*

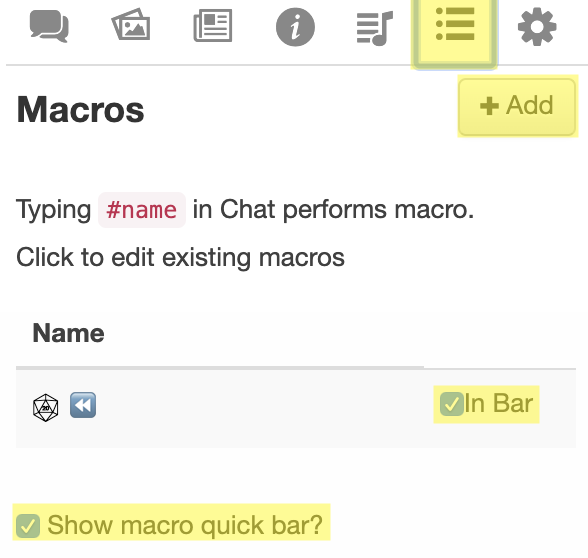


*Example message in Roll20’s chat log when a macro is pressed.*

# Creating Macros

As the GM, click the *Collection* tab. Click the *Add* button to open a prompt to create a new macro. The following section has the text to copy and paste into the fields. Under *Visible to Players(Optional)*, click in the field and select *All Players*. When done, click *Save Changes*. Repeat for all Macros needed. To populate the quick bar, check the *In Bar* checkboxes in the order the macros are meant to appear.

As a player, ensure you *Show macro quick bar?* enabled.



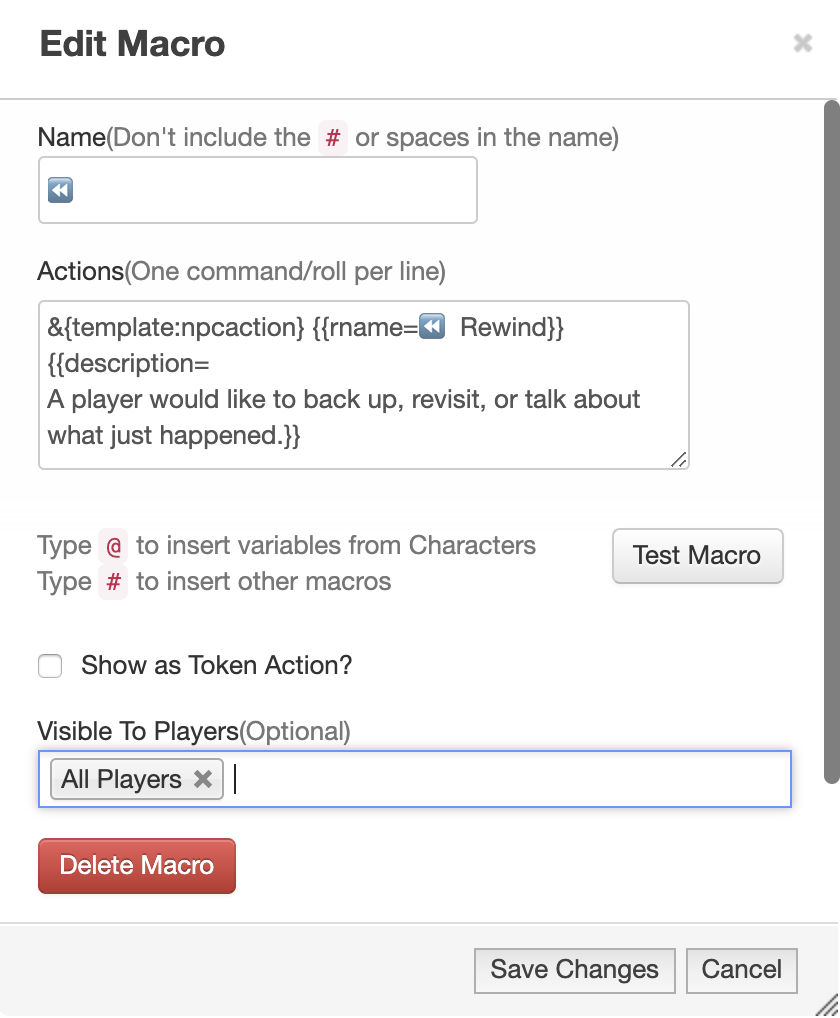
*Roll20 Collection interface to add Macros.*

# Macros (Script Change)

Copy the following text into the appropriate fields. Make sure *Visible To Players(optional)* is set to All Players.

|  |  |
| --- | --- |
| **Name** | **Macro** |
| ⏪ | &{template:npcaction} {{rname=⏪ Rewind}} {{description=  A player would like to back up, revisit, or talk about what just happened.}} |
| ⏹️ | &{template:npcaction} {{rname=⏹️ Stop}} {{description=  Please move away from this scene. The player stopping is welcome to share at the end of the session why they stopped, if they would like. We will not otherwise revisit it.}} |
| ▶️ | &{template:npcaction} {{rname=▶️ Play/Continue}} {{description=  A player has indicated they would like to keep exploring this scene or moment, even if they do not otherwise appear to be comfortable.}} |
| ⏸️ | &{template:npcaction} {{rname=⏸️ Pause}} {{description=  A pause to discuss has been requested.}} |
| ⏩ | &{template:npcaction} {{rname=⏩ Fast-Forward}} {{description=  A player would like to move away from this scene. Please try to quickly wrap up this scene, or "zoom out" to discuss how it wraps up in 3rd person.}} |
| 🖐️ | &{template:npcaction} {{rname=🖐️ Raised Hand}} {{description=  A player doesn't want to interrupt but would like to participate in the scene as soon as there's a narrative window!}} |

***Note****: Roll20 supports emoji. Copying and pasting the above will preserve the emojis.*



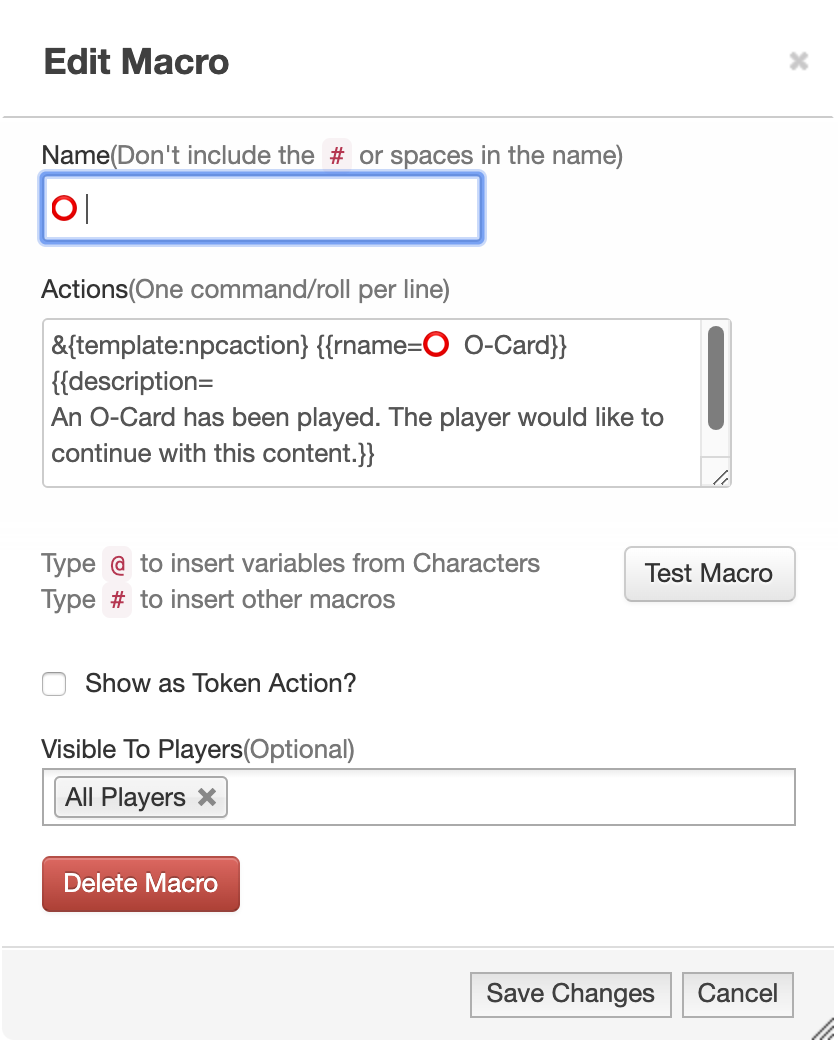
*Example macro setup.*

# Macros (X, N, O, o?)

Copy the following text into the appropriate fields. Make sure *Visible To Players(optional)* is set to All Players.

|  |  |
| --- | --- |
| **Name** | **Macro** |
| ❌ | &{template:npcaction} {{rname=❌ X-Card}} {{description=  An X-Card has been played. Please change, rewind, or skip the content.}} |
| 🇳 | &{template:npcaction} {{rname=🇳 N-Card}} {{description=  An N-Card has been played. We may be heading towards an X. Please change the content or “fade to black”.}} |
| ⭕ | &{template:npcaction} {{rname=⭕ O-Card}} {{description=  An O-Card has been played. The player would like to continue with this content.}} |
| ❓ | &{template:npcaction} {{rname=❓ O?-Card}} {{description=  An O?-Card has been played. We’re checking in to see if everyone is okay. Feel free to respond with an O-Card!}} |

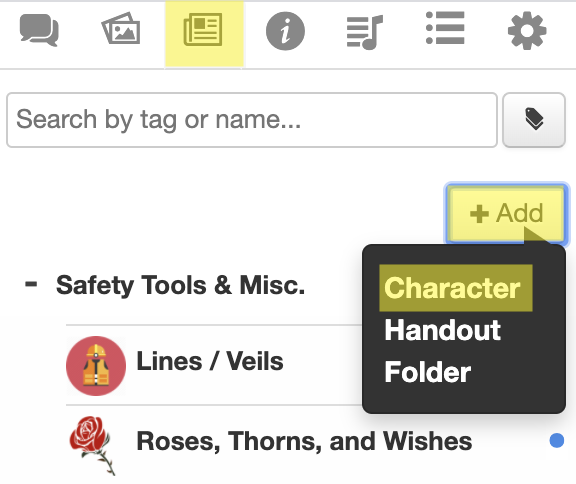
***Note****: Roll20 supports emoji. Copying and pasting the above will preserve the emojis.*



*Example macro setup.*

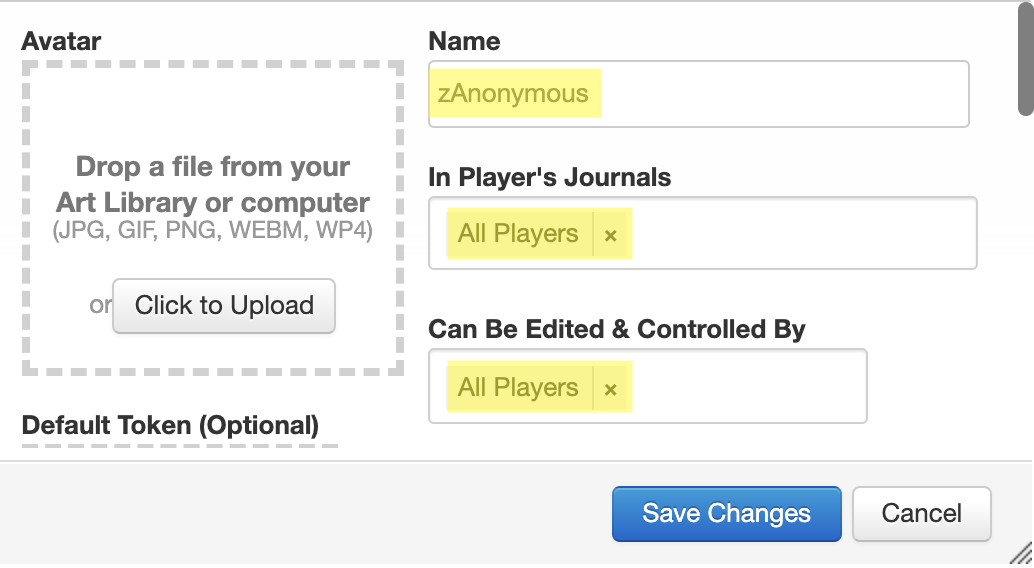
# (Optional) Anonymous Character

Adding an “anonymously named” character sheet (that can be controlled by all players) allows the macros to be used anonymously.



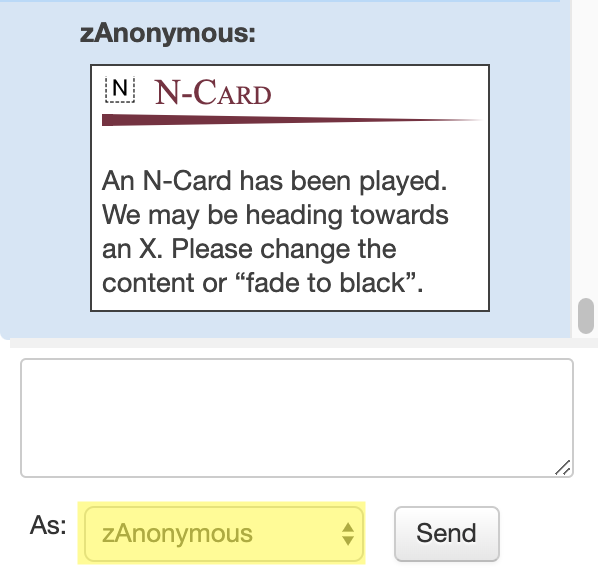
*Roll20 Journal interface to add Characters.*

To add a character, click on the *Journal* tab. Click *Add*. Click *Character*. In the prompt, change the name to zAnonymous. Under *In Player’s Journal*, select All Players. Under *Can Be Edited & Controlled By*, select All Players. Click *Save Changes*. You can rearrange character sheets by clicking and dragging the icon left of the name.

**

*Roll20 Add Character prompt.*

To use a macro anonymously, select the anonymous character from the drop-down below the chat menu then click the macro button. Note: Characters are displayed in alphabetical order (with your player name always at the top). Naming the anonymous character zAnonymous will make it appear towards the bottom.



*Example “anonymous” macro output.*

# System Agnostic Macros

If your Roll20 game does not use 5E, use the following macros instead.

|  |  |
| --- | --- |
| **Name** | **Macro** |
| ⏪ | &{template:default} {{⏪Rewind=A player would like to back up, revisit, or talk about what just happened.}} |
| ⏹️ | &{template:default} {{⏹️Stop=Please move away from this scene. The player stopping is welcome to share at the end of the session why they stopped, if they would like. We will not otherwise revisit it.}} |
| ▶️ | &{template:default} {{▶️Play/Continue=A player has indicated they would like to keep exploring this scene or moment, even if they do not otherwise appear to be comfortable.}} |
| ⏸️ | &{template:default} {{⏸️Pause=A pause to discuss has been requested.}} |
| ⏩ | &{template:default} {{⏩Fast-Forward=A player would like to move away from this scene. Please try to quickly wrap up this scene, or "zoom out" to discuss how it wraps up in 3rd person.}} |
| 🖐️ | &{template:default} {{🖐️Raised-Hand=A player doesn't want to interrupt but would like to participate in the scene as soon as there's a narrative window!}} |

|  |  |
| --- | --- |
| **Name** | **Macro** |
| ❌ | &{template:default} {{❌X-Card=An X-Card has been played. Please change, rewind, or skip the content.}} |
| 🇳 | &{template:default} {{🇳N-Card=An N-Card has been played. We may be heading towards an X. Please change the content or “fade to black”.}} |
| ⭕ | &{template:default} {{⭕O-Card=An O-Card has been played. The player would like to continue with this content.}} |
| ❓ | &{template:default} {{❓O?-Card=An O?-Card has been played. We’re checking in to see if everyone is okay. Feel free to respond with an O-Card!}} |



*Example system agnostic output.*

# Credits and Resources

This document was written by Steve Huynh ([@DeeEmSteve](https://twitter.com/DeeEmSteve)) with the support of his friend, Jake.

For additional reading on Safety Tools, please see the [TTRPG Safety Toolkit](http://bit.ly/ttrpgsafetytoolkit), written by Kienna Shaw ([@KiennaS](https://twitter.com/KiennaS)) and Lauren Bryant-Monk ([@jl\_nicegirl](https://twitter.com/jl_nicegirl)).

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