

***GURPS* Character Assistant 5**

USER REFERENCE GUIDE

March 9, 2022

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CONVENTIONS

This document uses a few formatting conventions to help clarify when it's referring to places in this document; areas of a program; or on-screen elements.

- Links to places in this document are indicated using live links, which you can follow to the referenced topic, like this:

This is a link to this topic: [Conventions](#).

- Windows, dialogs, and regions or panes within them, are indicated in **THIS FONT**, like this:

The **PROTECTION** dialog is a type of window, as is the **Windows** standard **FILE OPEN** dialog.

- Interactive on-screen elements, such as buttons and menus, are indicated in **this font**, like this:

Click the **OK** or **Cancel** buttons.

- Example text, such text that you might enter or keys that you might press, are indicated in **this font**, like this:

Press **CTRL+C** to copy. Enter **+1** in the box.

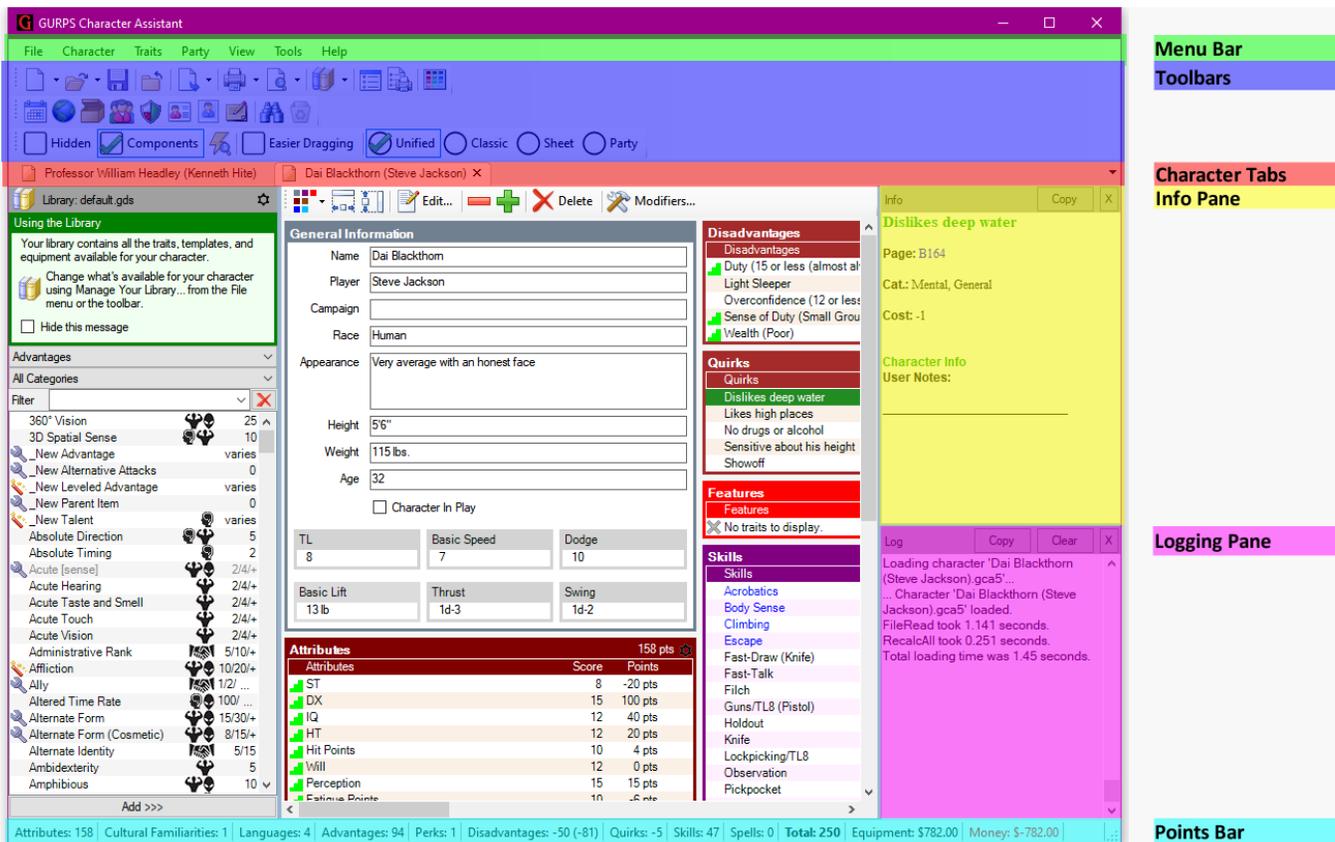
If a reference is also a link to a topic in the document, it will always appear as a link, regardless of the normal indicator style.

MAIN WINDOW

This is GCA's primary window. Everything you work on with your character will begin here.

ELEMENTS OF THE WINDOW

The **MAIN WINDOW** is made up of several main elements: the [menu bar](#), [toolbars](#), [character tabs](#), the [workspace](#), [Info](#) and [Logging](#) pages, and the [points bar](#). The main window is shown here with each element except the workspace highlighted.



The section in the middle and left that is **not** highlighted is the [Workspace](#), which will show you different views of your character, each providing a different way of interacting with the character you may be working on. In this image, the [Unified View](#) is being shown.

The things you'll see in the [Workspace](#) will vary based on the view you're using, but the elements of the **MAIN WINDOW** will always be available, regardless of what you're doing in the **WORKSPACE**.

You can turn off or move certain window elements, which may adjust where you see them or if you see them at all. For example, the [Logging Pane](#) is displayed along the bottom of the window by default, but I moved it to the right side to get more vertical space; you can do that from the [View](#) menu, using the [Logging Pane Location](#) option. You can hide either pane by clicking the X button and you can also show or hide them using their named options on the [View](#) menu.

MENU BAR

The menu bar has options for most of the primary features you may want to use.

FILE MENU

NEW

Create a new character using the default character library (unless you change that in Options).

NEW, CHOOSING LIBRARY...

Creates a new character using the library that you select from the [Manage Your Library](#) dialog, which will pop-up after you choose this option.

OPEN

Opens the standard *Windows FILE OPEN* dialog, allowing you to select one or more characters to open into GCA. You can open characters saved from GCA4 and GCA5, but characters from GCA4 will not be able to be saved back to GCA4 format. You can also open character base files, and party files.

OPEN RECENT FILE

Opens a sub-menu that contains your most recently used character files, for quick access.

CLOSE

Closes the currently active character. If GCA recognizes that the character has been changed, it will ask if you'd like to save it first.

CLOSE ALL

Closes all the currently loaded characters. If GCA recognizes that a character has been changed, it will ask if you'd like to save it first.

SAVE

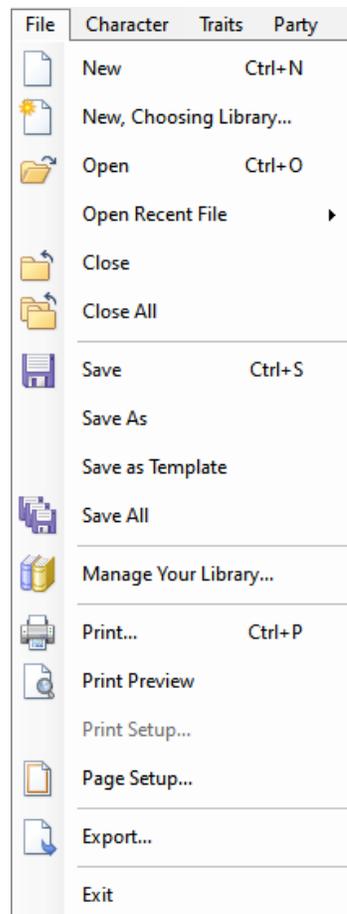
Saves the currently active character to the file system. If you have not previously saved the character (such as a new character, or a character loaded from a GCA4 save file) then you'll be given the *SAVE AS* dialog instead, so that you may select the save file and location.

SAVE AS

Opens the *SAVE AS* dialog so that you can save your character to the file system, possibly changing the file name or location if it has been saved before.

SAVE AS TEMPLATE

Allows you to save the current character as a racial template or meta-trait in a book file. It will first call up the [Template Options](#) dialog for you to specify some options, and then will let you select the book file to save into.



SAVE ALL

Saves all the currently loaded characters. If any have not previously been saved, it will open the **SAVE AS** dialog for them.

MANGE YOUR LIBRARY...

Opens the [Manage Your Library](#) window, allowing you to create, modify, or delete the various character libraries that you have available for your characters.

PRINT...

Sends the active character to the printer using this its primary character sheet. (You will get the standard **Windows PRINT** dialog first, if applicable.) You can set the primary sheet in [Options](#) > [Current Character Options](#).

PRINT PREVIEW

Opens the [Print Preview](#) window using this character's preferred character sheet. You can set the preferred sheet in [Options](#) > [Current Character Options](#).

PRINT SETUP

Currently disabled.

PAGE SETUP

Opens the **Windows PAGE SETUP** dialog so you can set paper size and margins.

EXPORT

Opens the [Select Export Sheet](#) dialog, where you can select which export sheet you want to use to export the active character. (Note, some sheets may be able to export all open characters at once to one file.)

EXIT

Closes all characters and then shuts down GCA. You should be prompted to save characters that GCA recognizes as having been changed but not yet saved.

CHARACTER MENU

RECALCULATE ALL

This allows you to trigger a full recalculation of your character. This will also rebuild relationships between traits and other traits that they may affect, and between bonuses and penalties and the traits that may relate to them.

RESYNCHRONIZE

This will open the [Resynchronize](#) dialog, allowing you to resynchronize your character with library data.

GCA characters are built on the *self-containment* principle: that everything your character needs to function should be included with the character itself. This means that you can send your character to a friend or GM, and they don't have to have the exact same data as you have, they'll still see your character exactly as it was meant to be.

Many times, you may make a change in the library used with the character, such as by adding new books to it, and that may change how things are *meant* to work. However, because of the self-containment principle, those changes don't necessarily apply to anything already added to the character, especially things like attributes and groups, elements that are automatically created when your character is first initialized.

Resynchronize is a way to make sure that the data stored within the character matches up with what the current library for the character is. Be sure that your [Logging pane](#) is visible, though, because GCA will print there anything that it isn't able to resynchronize correctly, and you may need to manually remove and re-add those traits—unless they're ones that don't need to be adjusted, of course.

SWITCH LIBRARY

This will allow you to change the library that is associated with, and used by, your character. You may want to do this if you accidentally started with the wrong library, or just have one you'd rather be using.

You will probably want to [Resynchronize](#) your character after switching libraries.

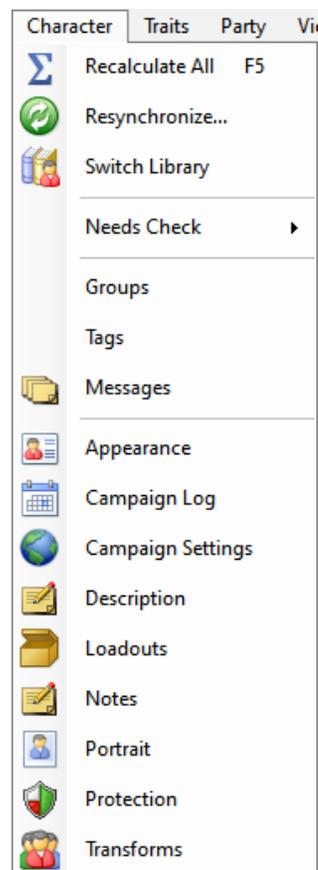
NEEDS CHECK

This allows you to check prerequisites (also known as *needs*) for the traits on your character.

GCA is pretty good about automatically checking these as you go, but some types are very hard to check automatically. If you see the P flag on a trait, and you're not sure that it should still be there, you can do this to double check, and if it doesn't go away, GCA will tell you why.

GROUPS

This opens the [Groups](#) dialog, which allows you to see what Groups are defined for your character.



TAGS

This opens the [Character Tags](#) dialog, which allows you to see what tags are defined at the character level, to edit or delete them, and to add new ones.

MESSAGES

This opens the [Messages](#) dialog, which allows you to see what messages have been generated for your character. Messages can be created by various traits, especially templates, to remind you about things you may have to do (such as spend points on spells). You can delete messages once you no longer need them.

APPEARANCE

This opens the [Appearance](#) dialog, which allows you to set appearance values and your race.

CAMPAIGN LOG

This opens the [Campaign Log](#) dialog, which is where you can record happenings in your character's adventures, as well as earned experience and money.

CAMPAIGN SETTINGS

This opens the [Campaign Settings](#) dialog, where you can change your point allowances and limits (if any), tech level, and starting money. You can also see what might be affecting Wealth.

DESCRIPTION

This opens the [Description & Notes](#) dialog, which allows you to enter text describing your character or to enter notes related to your character. Using this option will open the dialog with the [DESCRIPTION TAB](#) already selected.

LOADOUTS

This opens the [Loadout Manager](#) dialog. The [LOADOUT MANAGER](#) is an essential part of GCA, as it's where you can add the various things your character owns to the various loadouts they might have. Loadouts affect encumbrance and what you may have available for protection.

NOTES

This opens the [Description & Notes](#) dialog, which allows you to enter text describing your character or to enter notes related to your character. Using this option will open the dialog with the [NOTES TAB](#) already selected.

PORTRAIT

This opens the [Portrait](#) dialog, which allows you to set a character portrait image.

PROTECTION

This opens the [Protection](#) dialog, which allows you to set up your armor and active defenses, as well as specify body types and hit location tables.

TRANSFORMS

This opens the [Transform Manager](#) dialog. Transforms allow you to specify certain traits that only apply when in certain forms or variations. This allows for a convenient way to shift your character in some major ways very quickly. If you like characters with multiple forms, this is for you.

TRAITS MENU

For most of the options on this menu, you must have one or more traits selected in the workspace for the option to function.

EDIT

Displays the [Edit Traits](#) dialog for the selected traits.

MODIFIERS

Displays the [Modifiers](#) dialog for the selected traits.

COLLAPSE/EXPAND

Inverts the current setting for whether the children are currently expanded for display below the selected parent traits.

Note that for components (children owned by templates), you may still not see the expanded list if the **Components** toolbar item is not also checked.

DELETE

Deletes the selected traits.

You can retrieve deleted traits from the [Recycle Bin](#) until this character is unloaded.

COPY



Displays a sub-menu that allows you to choose whether you want to copy the selected traits, or the modifiers of those traits, into the clipboard buffer.

Traits or modifiers copied into the buffer are stored as an XML fragment in plain text, so you can paste it into Notepad or a forum post.

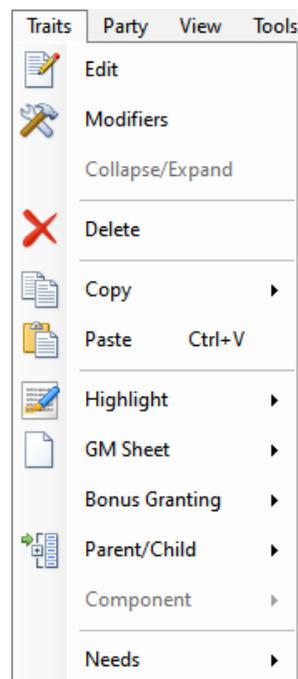
PASTE

Pastes data from the clipboard buffer into GCA.

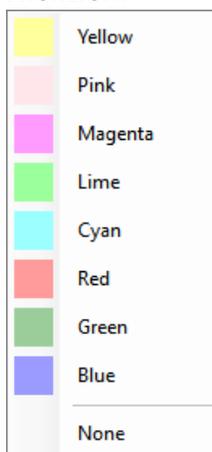
How exactly the paste works depends on the type of data stored in the buffer:

- If the data is traits, then those traits are added to the character, inserting them into the correct list regardless of which list is currently selected. (If you aren't currently in a trait list, it may not paste in.)
- If the data is modifiers, then it will add those modifiers to the currently selected traits.
- If the data is something else, such as plain text, then you'll need to be in an active edit box of the correct type to paste it in.

Copying and pasting a trait using the shortcut keys (**CTRL+C** then **CTRL+V**) will quickly allow you to duplicate a trait one or more times, or to copy and paste traits to a different character.



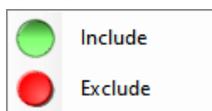
HIGHLIGHT



Allows you to apply one of the available highlights to the currently selected traits.

You can clear existing highlights by selecting the **None** option.

GM SHEET



Allows you to toggle the inclusion or exclusion of the selected traits in the GM Sheet list.

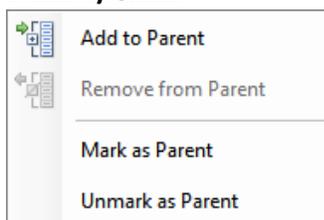
BONUS GRANTING



Allows you to toggle the active or inactive state of a trait, which will determine whether bonuses from that trait are applied or not. In addition, inactive traits are not considered to exist when checking for traits that might count as prerequisites.

Inactive traits are marked with a red X icon on the right side of the trait list and appear dimmed in the list.

PARENT/CHILD



Allows you to add or remove children, create new potential parents, or remove potential parents.

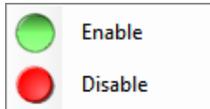
Add to Parent: Shows a dialog with eligible parent traits that you can add the selected traits to as children.

Remove from Parent: Removes the selected traits from their current parent and moves them into their main list.

Mark as Parent: Marks the selected traits as parent items, so that they will appear as valid parents when Add to Parent is selected, or when dragging items in the list.

Unmark as Parent: Removes the marker that indicates the selected traits are potential parents. This does not remove any children or in any way prevent the traits from acting as parents, it just makes it so you can't add new children to them.

COMPONENT



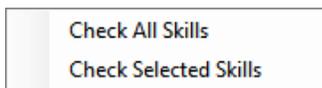
Allows you to enable or disable a component.

Components are owned children of templates or meta-traits. They may also be locked to prevent changes. (Early templates, such as those in the Basic Set, were almost always locked. Newer templates tend to be made with the components locked so you can change the components relatively freely.)

Using **Disable** on a component is the official way to remove a template component, which effectively says “this doesn’t apply to my specific case for this template.” GCA will mark the item with a ***Disabled*** marker and will add a new template component of the same name that begins with **NO** and has an opposing cost. These changes disable the trait and adjust the cost of the template to compensate.

If you later select either the disabled trait or the NO version, you can use the **Enable** option to re-enable the trait, removing the disabled state and the opposing cost version, and restoring that element of the template.

NEEDS



This allows you to check prerequisites (also known as *needs*) for the selected traits, or for the whole list to which they belong (in the picture, traits in the Skills list are currently selected).

GCA is pretty good about automatically checking these as you go, but some types are very hard to check automatically. If you see the P flag on a trait, and you’re not sure that it should still be there, you can do this to double check, and if it doesn’t go away, GCA will tell you why.

PARTY MENU

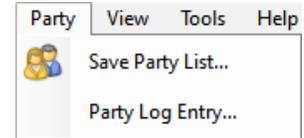
SAVE PARTY LIST

Saves all the open characters to a party file, so that you can open them all again from a single file reference.

A party file has a **.gca5party** extension, and includes a reference to the save file for each of the character files included. If you later save characters to different save files, you'll want to resave the party file.

PARTY LOG ENTRY

Opens the [Party Log Entry](#) dialog, which allows you to write a single campaign log entry which will get published to the campaign log of every currently loaded character.



VIEW MENU

TOOLBARS

Allows you to set which toolbars are displayed.

INFO PANE

Allows you to toggle on or off if the [Info Pane](#) is displayed.

LOGGING PANE

Allows you to toggle on or off if the [Logging Pane](#) is displayed.

LOGGING PANE LOCATION

Allows you to set whether the [Logging Pane](#) is displayed at the bottom of the window, or below the [Info Pane](#) on the right side.

FLOATER

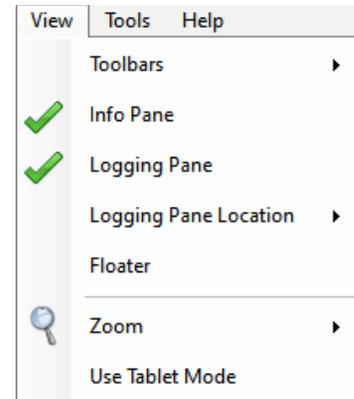
Allows you to set whether the [Floater](#) window may be displayed or not. Note that the **FLOATER** is not always visible, even when set to be displayed. The **FLOATER** only displays for traits that have Uses values set.

ZOOM

Allows you to set the programs Zoom mode, and whether to display the extra-large toolbar buttons.

USE TABLET MODE

If this option is enabled, GCA will operate in a mode where all sizable dialogs pop up over the [Main Window's](#) same location with the same dimensions; or, if it can't resize, at least over the top of it. As suggested by the name, this is intended to simplify running on a tablet, but is also useful if you want to confine all GCA dialogs to the same area.



TOOLS MENU

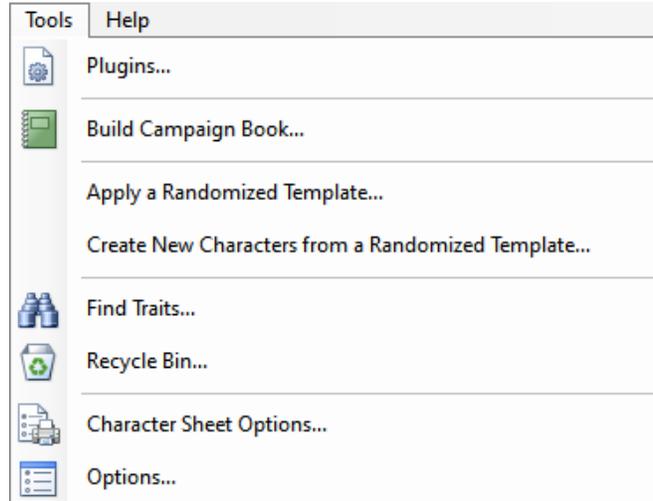
PLUGINS

Opens the [Plugin Manager](#) dialog, where you can see what plugins (sheets, exporters, and [Unified View](#) boxes) are loaded, which are disabled, and where they are being loaded from.

BUILD CAMPAIGN BOOK

Opens the [Build Campaign Book](#) dialog, where you can start with a library, adjust settings, pare down what traits you don't want to include, and then save the results out as a book file to represent your campaign.

You can then share that book with your players to use when they make their characters.



APPLY A RANDOMIZED TEMPLATE

This allows you to apply a template to the active template, randomly making any choices required. (You may still have to go back and fill in specialties or other text inputs where you were expected to enter them, but most of those should be filled with FILL THIS IN during the process.)

Note that you can do something very similar by adding a template to your character and then selecting **Randomize remaining template selections** from the drop-down list of the **Random** button available on a [Select](#) dialog.

CREATE NEW CHARACTERS FROM A RANDOMIZED TEMPLATE

This opens the [Random Character](#) dialog, where you can pick a library, and then make up to 20 random characters from a template contained within. This may take a while, and you will see dialogs popping up, and text appearing in the **INFO PANE**, during the process.

FIND TRAITS

Opens the [Find Traits](#) dialog, which allows you to search for specific traits across the library or just within the character.

RECYCLE BIN

Opens the [Recycle Bin](#), which allows you to restore traits that you have deleted from the character this session. Once a character is closed, any deleted traits are no longer available to be restored.

CHARACTER SHEET OPTIONS

Opens the [Character Sheet Options](#) dialog, which allows you to change options for all the currently available character and export sheets.

OPTIONS

Opens the [Options](#) dialog, which allows you to change options for GCA itself, set default options for new characters, and adjust options for currently loaded characters.

HELP MENU

USER GUIDE (PDF)

This will launch the **USER REFERENCE GUIDE** PDF (this document) in *Windows* using your default PDF application.

CHECK FOR UPDATES

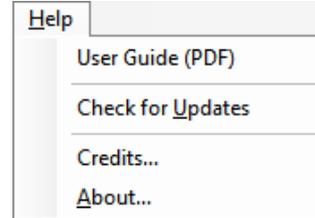
Closes GCA and runs the [GCA5 Package Manager](#), which allows you to check for updates and to install optional packages (such as new character sheets, exporters, or boxes for [Unified View](#)).

CREDITS

Opens the [Credits](#) dialog.

ABOUT

Opens the [About](#) dialog.



TOOLBARS

Toolbars provide a selection of the main options you may need to use frequently.

Toolbars have a grip on the left side which you can use to rearrange the order or position of the toolbars within the toolbar area at the top of the window.

SYSTEM TOOLBAR



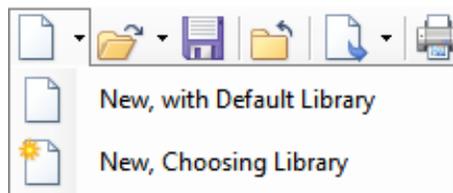
This toolbar provides quick access to the primary file system operations, such as creating a new character or saving the current one, and options for GCA and the loaded characters.

NEW



Clicking the primary button on the left will create a new character using the default character library (unless you change that in Options).

Clicking the menu sub-button on the right will drop-down a menu with two options.



New, with Default Library: This option will create a new character using the default character library.

New, Choosing Library: This option will create a new character using the library that you select from the [Manage Your Library](#) dialog, which will pop-up after you choose this option.

In [Options](#), you can change the default behavior of the primary button to instead work like the **New, Choosing Library** option. If you do that, you'll still have the menu options to select from if you want to start a new character using whichever option you did not set.

OPEN



Clicking the primary button on the left will open the standard **Windows FILE OPEN** dialog, allowing you to select one or more characters to open into GCA. You can open characters saved from GCA4 and GCA5, but characters from GCA4 will not be able to be saved back to GCA4 format. You can also open character base files, and party files.

Clicking the menu sub-button on the right will drop-down a menu that contains your most recently used character files, for quick access.

SAVE



Saves the currently active character to the file system. If you have not previously saved the character (such as a new character, or a character loaded from a GCA4 save file) then you'll be given the **SAVE AS** dialog instead, so that you may select the save file and location.

CLOSE



Closes the currently active character. If GCA recognizes that the character has been changed, it will ask if you'd like to save it first.

EXPORT



Clicking the primary button on the left will automatically launch the export process for this character's preferred Export sheet. You can set the preferred sheet in [Options](#) > [Current Character Options](#).

Clicking the menu sub-button on the right will drop-down a menu that contains the other possible export sheets that you have set for the character, allowing you to quickly export using one of those instead. You can set the sheets that appear here in [Options](#) > [Current Character Options](#).

PRINT



Sends the active character to the printer using this its preferred character sheet. (You will get the standard **Windows PRINT** dialog first, if applicable.) You can set the preferred sheet in [Options](#) > [Current Character Options](#).

Clicking the menu sub-button on the right will drop-down a menu that contains the other possible character sheets that you have set for the character, allowing you to quickly print using one of those instead. You can set the sheets that appear here in [Options](#) > [Current Character Options](#).

PRINT PREVIEW



Clicking the primary button on the left will automatically open [Print Preview](#) using this character's preferred character sheet. You can set the preferred sheet in [Options](#) > [Current Character Options](#).

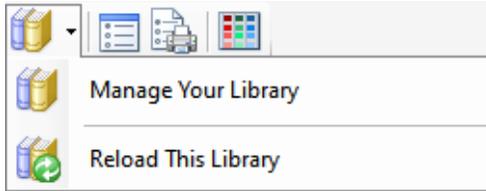
Clicking the menu sub-button on the right will drop-down a menu that contains the other possible character sheets that you have set for the character, allowing you to quickly preview using one of those instead. You can set the sheets that appear here in [Options](#) > [Current Character Options](#).

MANAGE YOUR LIBRARY



Clicking the primary button on the left will open the [Manage Your Library](#) dialog, allowing you to create, modify, or delete the various character libraries that you have available for your characters.

Clicking the menu sub-button on the right will drop-down a menu with two options.



Manage Your Library: This option is the same as clicking the primary button: it opens the [Manage Your Library](#) dialog.

Reload This Library: This option reloads the library being used by the currently active character. This is helpful in some situations, such as when you save customized items to a custom user book included in the library, and you want to reload and refresh the various library lists to include that custom information.

OPTIONS



This opens the [Options](#) dialog, allowing you to set your preferences for how GCA works, as well as various options for characters, both by default and specifically for those currently loaded.

CHARACTER SHEET OPTIONS



This opens the [Character Sheet Options](#) dialog, which allows you to set your preferences for the various character and export sheets that may be available to you.

SYSTEM COLORS



This opens the [System Colors](#) dialog, which allows you to change many of the user interface colors in GCA.

CHARACTER TOOLBAR



This toolbar provides quick access to the primary character dialogs that let you edit all the aspects of a character that are not traits, such as a character portrait, campaign logs, campaign settings, armor worn, and so forth. For editing traits such as advantages or skill, you'll primarily be using the views and features available within the primary window itself.

CAMPAIGN LOG



This opens the [Campaign Log](#) dialog, which is where you can record happenings in your character's adventures, as well as earned experience and money.

CAMPAIGN SETTINGS



This opens the [Campaign Settings](#) dialog, where you can change your point allowances and limits (if any), tech level, and starting money. You can also see what might be affecting Wealth.

LOADOUT MANAGER



This opens the [Loadout Manager](#) dialog. The **LOADOUT MANAGER** is an essential part of GCA, as it's where you can add the various things your character owns to the various loadouts they might have. Loadouts affect encumbrance and what you may have available for protection.

TRANSFORM MANAGER



This opens the [Transform Manager](#) dialog. Transforms allow you to specify certain traits that only apply when in certain forms or variations. This allows for a convenient way to shift your character in some major ways very quickly. If you like characters with multiple forms, this is for you.

PROTECTION



This opens the [Protection](#) dialog, which allows you to set up your armor and active defenses, as well as specify body types and hit location tables.

APPEARANCE

This opens the [Appearance](#) dialog, which allows you to set appearance values and your race.

PORTRAIT

This opens the [Portrait](#) dialog, which allows you to set a character portrait image.

NOTES

This opens the [Description & Notes](#) dialog, which allows you to enter text describing your character or to enter notes related to your character.

FIND TRAITS

This opens the [Find Traits](#) dialog, which allows you to search for traits within the active library or the active character.

RECYCLE BIN

This opens the [Recycle Bin](#). This button only activates if there are currently deleted traits available to be restored. Once a character is closed, any deleted traits are no longer available to be restored.

VIEW TOOLBAR



This toolbar provides access to settings that change how you see various trait lists, and the type of interface that you're using to interact with them.

SHOW HIDDEN TRAITS



Some traits are normally hidden from your view. Checking this option will display hidden traits instead of hiding them.

SHOW COMPONENT TRAITS



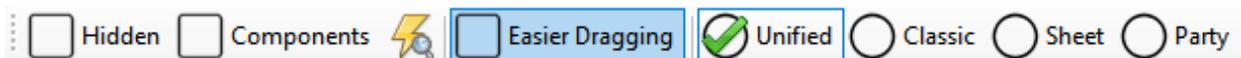
Components are the traits that make up a meta-trait or a racial template. Often, these traits are not listed individually on the character, instead being wholly subsumed within the meta-trait or template. By checking this option, those component traits will be displayed as children under the owning trait. (Note that many such traits are also hidden; if you also have [Show Hidden Traits](#) checked, you may see component traits as hidden items in various lists.)

SHOW DIRTY



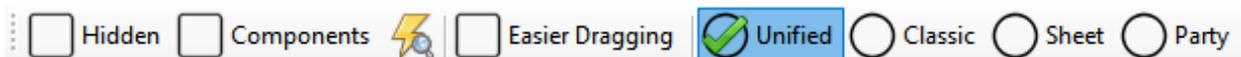
When you make a change to one trait, it may affect other traits as well. By turning on [Show Dirty](#), you can see all the traits that appear to have changed in some way because of your change to the original trait. By default, all changed traits get an orange background, but you can change that in [System Colors](#). The reach of this feature is limited, working best when you change levels or points, but it can still be useful at times. (This is not a checked button, but rather will stay highlighted when the option is On.)

EASIER DRAGGING



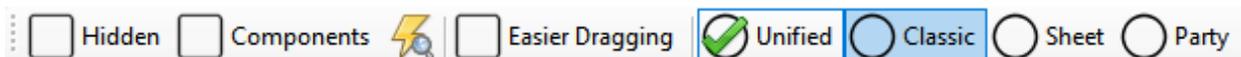
This probably shouldn't be on the toolbar, but instead in [Options](#) somewhere. When [Easier Dragging](#) is checked, the allowed wiggle room to determine if you've started dragging something is a bit larger.

SWITCH TO UNIFIED VIEW



Switches to the [Unified View](#). When you are in [UNIFIED VIEW](#), it is checked.

SWITCH TO CLASSIC VIEW



Switches to the [Classic View](#). When you are in **CLASSIC VIEW**, it is checked.

SWITCH TO SHEET VIEW



Switches to [Sheet View](#). When you are in **SHEET VIEW**, it is checked.

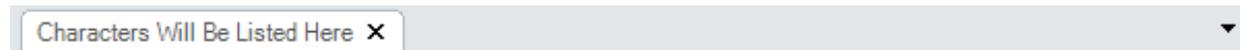
SWITCH TO PARTY VIEW



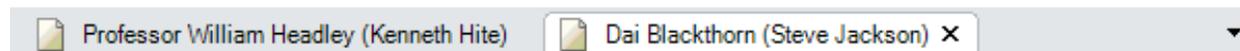
Switches to [Party View](#). When you are in **PARTY VIEW**, it is checked.

CHARACTER TABS

When you have no characters loaded yet, the tabs will look like this:



When you have some characters loaded, each will be listed as a tabs. You can click the tabs to switch between characters.



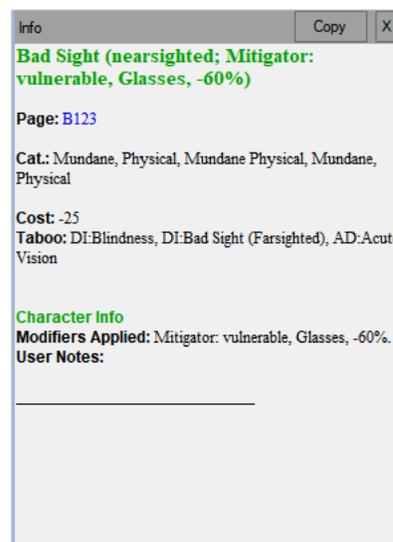
If you have too many characters to display, the ones you can't currently see will be available in a drop-down list from the drop-down button at the right end of the tabs bar.

INFO PANE

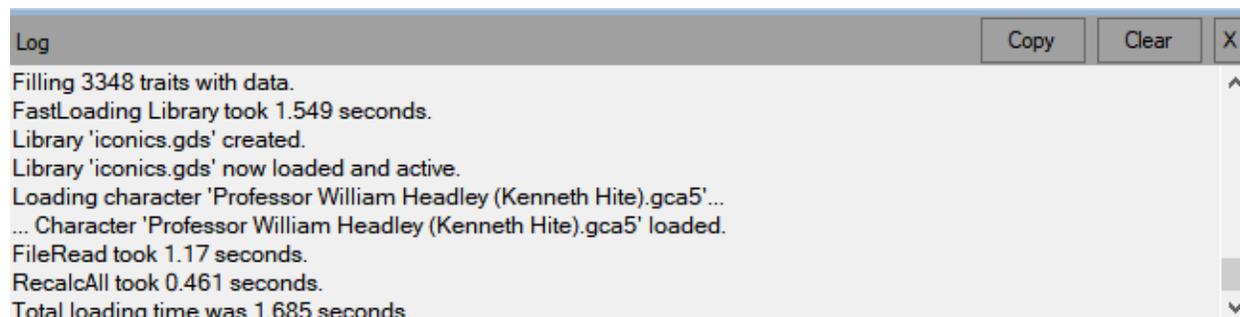
The **INFO PANE** will display information to you about the currently selected traits. You'll see different types of information depending on whether you've clicked on a book trait or a character trait.

Most of the information included is simple reference information or quick details on this you should know (such as related taboo traits). For full details, you may want to reference the PDF where the trait comes from. For that, you may be able to click the blue (by default) page references to launch the related PDF in your PDF reader.

You can customize what reader gets launched (that may require some research on your part) and how the links look, in the **OPTIONS** dialog. You can also specify where the PDFs may be found and what the names of the PDFs are, as well.



LOGGING PANE



The **LOGGING PANE** contains information about what GCA is doing, and what problems or issues it may come across while it's working. Many people prefer to turn this pane off because this information often isn't particularly useful. However, if you're having some types of problems, you may want to make sure this pane is on, to see if something useful is being displayed there.

POINTS BAR/STATUS BAR

Attributes: 124	Cultural Familiarities: 1	Languages: 10	Advantages: 76	Perks: 0	Disadvantages: -85 (-110)	
Quirks: -5	Skills: 61	Spells: 23	Total: 205	Unspent: -5	Equipment: \$612.00	Money: \$-612.00 ...

The **POINTS BAR** along the bottom of the [Main Window](#) displays point and money information about the active character. (Shown here split into two parts to fit the page and remain readable.)

Values in red mean that they're exceeding limits set in [Campaign Settings](#).

The Disadvantages box shows the total for traits in the disadvantages list, and in parentheses next to that is the total value counted against any Disadvantage Limit set in [Campaign Settings](#).

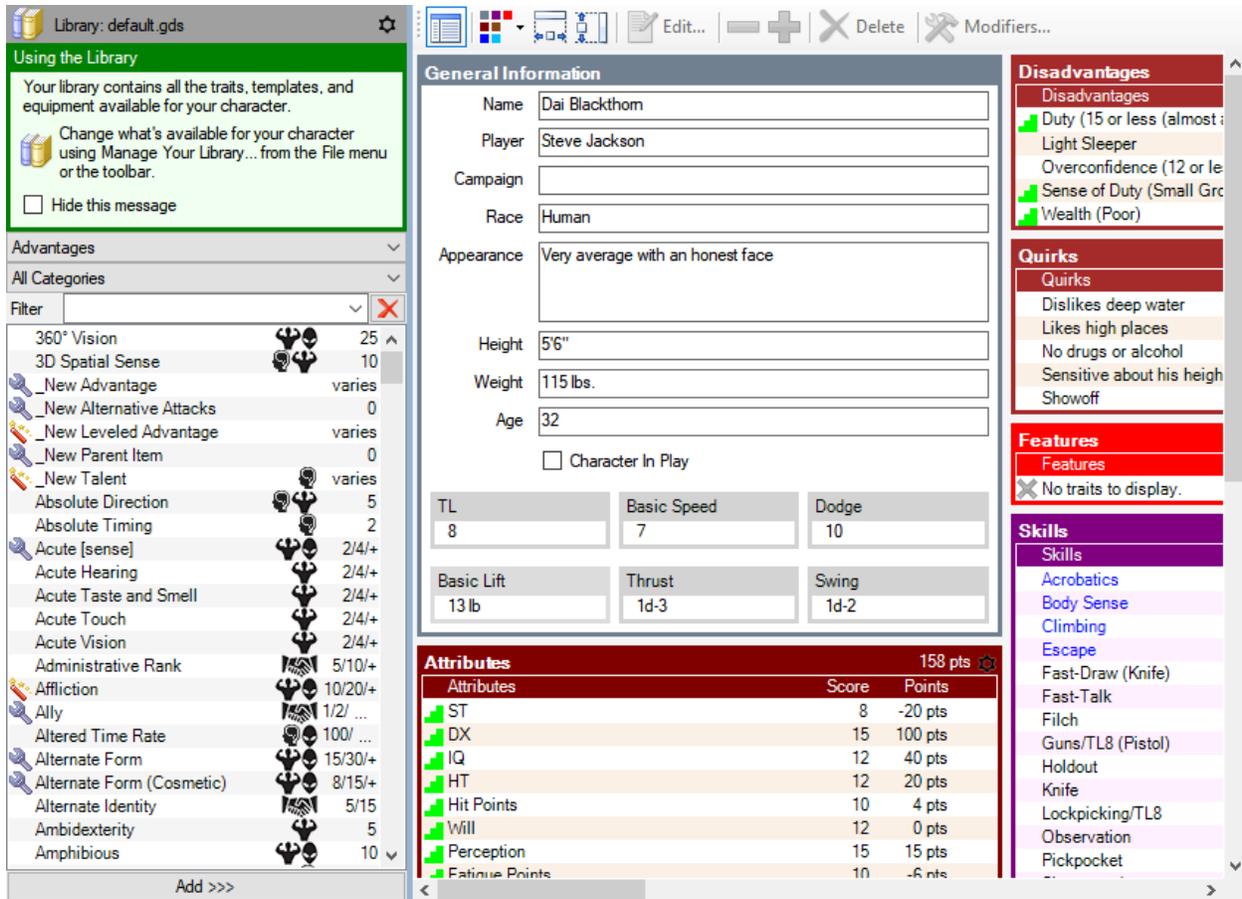
This is also the **STATUS BAR**, and it may occasionally change to show other information, such as when loading files or when using the type-to-search feature. Sometimes it will hide the **POINTS BAR** information when doing this, and other types it will just add additional temporary information.

WORKSPACE (MAIN WINDOW)

The **WORKSPACE** within the [Main Window](#) has several different **views** that change how you see and interact with traits and other character information.

UNIFIED VIEW

UNIFIED VIEW allows you to interact with traits and other types of character information in a single view using different boxes of information. By default, these boxes are for all trait types, plus Protection, Portrait, General Information, Move & Encumbrance, and more.



UNIFIED VIEW TOOLBAR



This toolbar allows access to commonly needed features within the **UNIFIED VIEW** that may be shared by multiple traits or that apply specifically to how the view works.

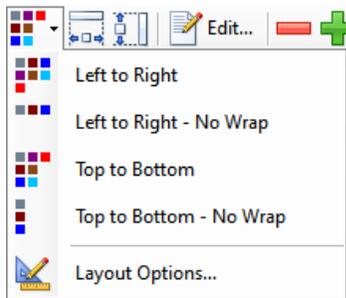
Here are the buttons on the toolbar from left to right:

LIBRARY PANE



Allows you to open or close the [Library Pane](#) along the left side of the View.

LAYOUT MENU



This button is a drop-down menu. The icon changes to reflect the currently selected layout pattern for the **BOXES PANEL**, which are the first four options on the list.

The **Layout Options...** option will open the [Unified View Layout](#) dialog.

VERTICAL PAGE OVERRIDE



Allows you to override the normal layout settings, and instead force all boxes into a vertical non-wrapping layout. It will also size all the boxes to the width of the current display area.

HORIZONTAL PAGE OVERRIDE



Allows you to override the normal layout settings, and instead force the boxes into a horizontal non-wrapping layout.

EDIT



This will open the [Edit Traits](#) dialog with all currently selected traits.

DECREASE LEVEL



Decreases the levels (if possible) for all currently selected traits.

INCREASE LEVEL



Increases the levels (if possible) for all currently selected traits.

DELETE



Deletes all currently selected traits.

MODIFIERS



This will open the Modifiers dialog for all currently selected traits.

LIBRARY PANE

Along the left side of this View is the [Library pane](#). This is where you can select all the various types of traits to add to your character from the character's library.

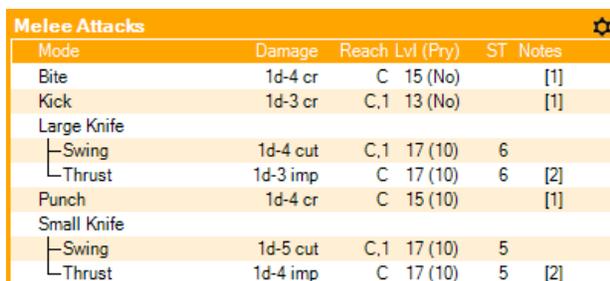
BOXES PANEL

The boxes of the Unified View sit on the **BOXES PANEL**. You can use the mouse on the empty space of this panel to click and drag the panel around, changing which boxes you're looking at without using the scrollbars.

BOXES

UNIFIED VIEW allows for expansion through plugins, so it may have even more boxes available in the future. Following are the boxes currently included with GCA, listed here by the names of the control plugins that create them (for reference in the [Plugin Manager](#)).

ATTACK MODES BOX



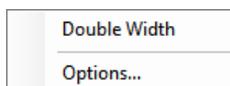
Mode	Damage	Reach	Lvl (Pry)	ST	Notes
Bite	1d-4 cr	C	15 (No)		[1]
Kick	1d-3 cr	C,1	13 (No)		[1]
Large Knife					
—Swing	1d-4 cut	C,1	17 (10)	6	
—Thrust	1d-3 imp	C	17 (10)	6	[2]
Punch	1d-4 cr	C	15 (10)		[1]
Small Knife					
—Swing	1d-5 cut	C,1	17 (10)	5	
—Thrust	1d-4 imp	C	17 (10)	5	[2]

This box has one instance each for Melee and Ranged attacks. The box will change its display to match the type of attack it contains. In the example image, the melee attacks are shown for our sample character.

You may double click any attack in the list to launch [Edit Traits](#) for the trait that generates the attack. If you select multiple items, you can launch [Edit Traits](#) for all of them using the Edit button on the **UNIFIED VIEW TOOLBAR**.

Gear Menu

This menu provides options for the box.



Double Width: This tells GCA that you'd like to display this box at double the normal column width.

Options...: This opens an Options dialog for this box, allowing you to change some options that change how the box displays its contents.

ENCUMBRANCE & MOVE BOX

Encumbrance & Move					
Name	None	Light	Med	Hvy	X-Hvy
Carry (lb)	13	26	39	78	130
Ground Move (yd)	7 / 10	5 / 8	4 / 6	2 / 4	1 / 2
Water Move (yd)	1	1	1	1	1
Dodge	10	9	8	7	6
Loadout	All unassigned items, 9.2 lb				9.2

This box displays encumbrance, move, and dodge information for your character, with their selected loadout.

Each movement type available to your character is shown, and if they have an enhanced movement mode, that will be shown after their normal move, separated by a slash (/). I have added **Enhanced Move (Ground)** to the sample character, so that you can see on the **Ground Move** line what an enhanced move looks like.

The current encumbrance level will be indicated with a box. You can see **None** is indicated in the example.

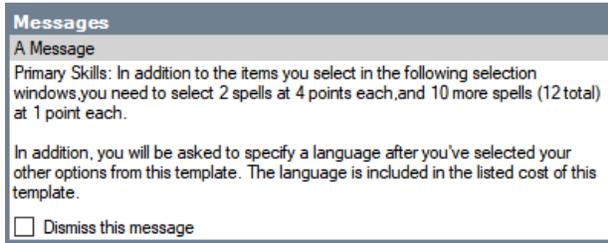
The **Loadout** drop-down will allow you to change the character's active loadout.

GENERAL INFORMATION BOX

General Information		
Name	Dai Blackthorn	
Player	Steve Jackson	
Campaign		
Race	Human	
Appearance	Very average with an honest face	
Height	5'6"	
Weight	115 lbs.	
Age	32	
<input type="checkbox"/> Character In Play		
TL	Basic Speed	Dodge
8	7	10
Basic Lift	Thrust	Swing
13 lb	1d-3	1d-2

This box displays the general information and a few basic attributes for the character. You can edit all the fields above the **Character In Play** checkbox, but the information at the bottom is only for reference.

MESSAGE CATCHER BOX



This box displays any messages that have been triggered by traits being added to your character. Once you have dealt with the message, you can click the **Dismiss this message** box to discard it.

Note that messages are not preserved across sessions in GCA, so once this character closes, any remaining messages are lost.

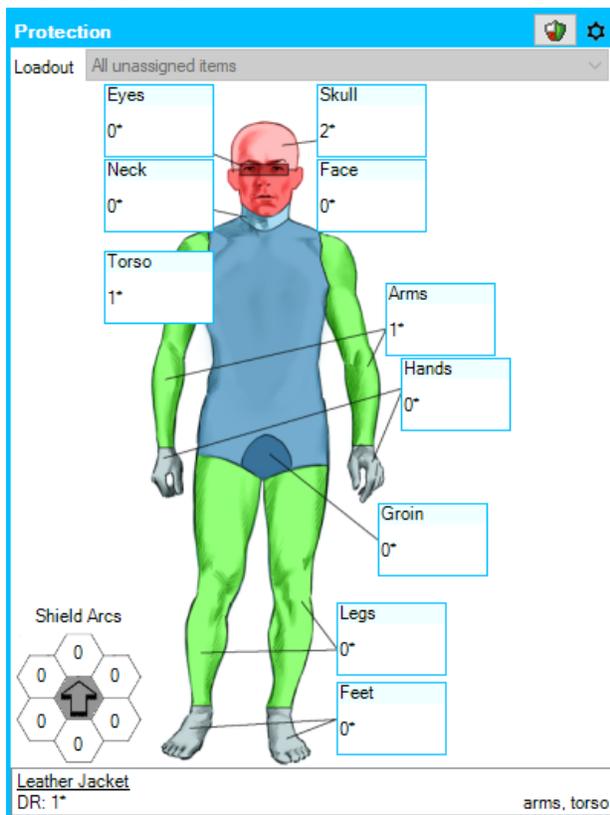
PORTRAIT BOX



This box displays the character's portrait image (I've clipped the example image here).

If you click the **Portrait** button in the upper right corner, it will launch the [Portrait](#) dialog so that you can load or change the portrait image.

PROTECTION BOX



This box displays your character's current protection values, based on the armor, shields, and protective traits that you've applied in the [Protection](#) dialog.

For each location you have selected to show (the defaults are shown here), you'll see the current DR. If layering is an issue, you'll see indicators of that as well as the number of layers at that location.

The inset image shows the DB for each shield arc based on active shields.

Clicking the **shield** button in the upper-right corner will open the [Protection](#) dialog.

The Loadout drop-down at the top allows you to change the character's active loadout, which will likely change the protection available.

The list under the protection image shows each item providing protection. Selecting an item will highlight each location being covered by that item. Double-clicking or clicking the [Unified View Toolbar Edit](#) button will open [Edit Traits](#) for that item.

Gear Menu

This menu provides options for the box.

Double Width
Do Not Show Locations of DR 0
Copy to Clipboard

Double Width: This tells GCA that you'd like to display this box at double the normal column width.

Do Not Show Locations of DR 0: This will hide protection boxes with only DR 0, to help unclutter the image and only show locations that actually have some protection.

Copy to Clipboard: This copies the contents of this box to the clipboard as a bitmap image.

REACTION BONUS BOX

Reaction Modifiers
Appearance: +0
Unappealing: +0
Appealing: +0
Status: +0
Other: +0
Includes: 0 from 'Fast-Talk'.
Conditional: +2 from 'Overconfidence' when young or naive individuals, -2 from 'Overconfidence' when experienced NPCs, +2 from 'Sense of Duty (To his squad)' when in dangerous situations if Sense of Duty is known.

This box displays the various reaction modifiers and their totals. This is for reference; nothing in this box is interactive.

TRAIT LIST BOX

Advantages		94 pts	Equipment			\$782.00
Advantages	Points		Equipment	Qty	Cost	Weight
Absolute Direction	5 pts		Auto Pistol, 9mm (TL 7)	1	\$600	2.6 lb
Danger Sense (Psionic Power Modifier: ESP, -10%)	14 pts		Auto Pistol, 9mm (TL 7, Ammun ...	1	\$12	0.6 lb
Flexibility	5 pts		Large Knife	1	\$40	1 lb
Legal Enforcement Powers 3	15 pts		Leather Jacket	1	\$50	4 lb
Perfect Balance	15 pts		Lockpicks	1	\$50	0 lb
Warp (Psionic Teleportation, -10%; Range Limit, ...	40 pts		Small Knife	1	\$30	0.5 lb

This box has one instance per type of trait, from Attributes and Advantages through Templates and Equipment. The box will change its display to match the type of trait it contains. In the example image, the Advantages and Equipment boxes are shown for our sample character.

When you click a single trait, buttons may appear on the trait to allow you to make certain changes. For example, if you can adjust the count, level, or score of the item, you should get the + and - buttons to increment or decrement it. You should also see the **Edit** button on the right side, which will call up the [Edit Traits](#) dialog.

Equipment			\$782.00	⚙
Equipment	Qty	Cost	Weight	
Auto Pistol, 9mm (TL 7)	1	\$600	2.6 lb	
Auto Pistol, 9mm (TL 7, Ammun ...	1	\$12	0.6 lb	
Large Knife	1	\$40	1 lb	
Leather Jacket	1	\$50	4 lb	
Lockpicks	1	\$50	0 lb	
Small Knife	1	\$30	0.5 lb	

If you select multiple items, you'll have to use the buttons in the [Unified View Toolbar](#) to manipulate them or make selections from the right-click menu.

Within the list for each box, you may use [type-to-search](#) as well.

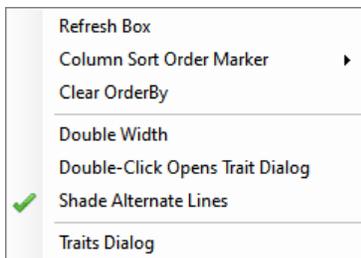
If you right-click a selected trait, you will get the right-click menu, which duplicates the [Traits Menu](#).

Capacity Meters

The character's trait boxes support displaying [capacity meters](#).

Gear Menu

This menu provides options for the box. It's standard across the Trait List Box type, but different boxes may adjust the options if necessary.



Refresh Box: This forces the box to redraw itself.

Column Sort Order Marker: When you click on a subhead, you change the display of the list to order elements by that subhead, either ascending or descending or none. When the order is being affected, the box prints a small up or down caret in the subhead to reflect that. This option lets you pick a color that may have better contrast than the default, selecting from gray, red, or yellow.

Clear OrderBy: This clears the current ordering in the box, returning it to default (alphabetical by name), and refreshes the list.

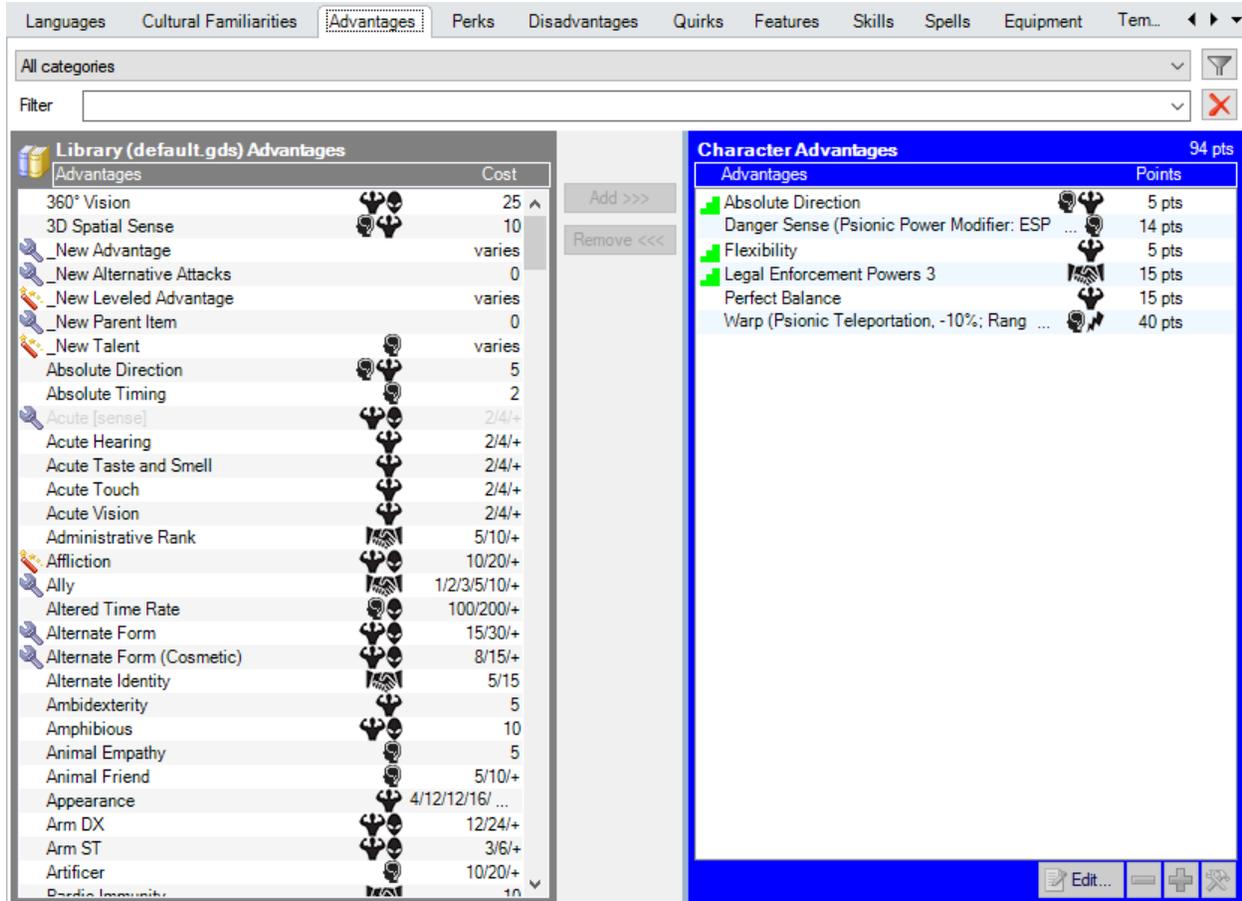
Double Width: This tells GCA that you'd like to display this box at double the normal column width.

Double-Click Opens Trait Dialog: This is non-standard Windows behavior, so it's an option you have to set for each trait-box. When checked, double-clicking the Gear menu will open the Traits Dialog for the type of trait displayed in this box.

Traits Dialog: Opens the Traits Dialog for the type of trait displayed in this box.

CLASSIC VIEW

CLASSIC VIEW is GCA's traditional interface style of different tabs for the different trait types (advantages, skills, etc.).



In this view, each tab has a list of available library traits on the left side and a list of the character's traits on the right side. As you add traits from the **LIBRARY LIST**, the **CHARACTER LIST** fills up.

At the top of each of these tabs (except **ATTRIBUTES**) is the **categories** drop-down list, which allows you to change the selection of traits displayed in the library and character lists based on the categories available for this type of trait.

At the far right of the **categories** drop-down is the **filter** button. Press that to show or hide the **FILTER** pane.

When the **FILTER** pane is displayed, you can type into the **filter** field to have the **LIBRARY LIST** display only the traits that contain the typed text.

Between the two lists are the Add and Remove buttons.

Add: Adds the selected library items to the character. You can also double-click or tap the Enter key.

Remove: Removes the selected character items from the character. You can also tap the Delete key.

At the bottom of the **CHARACTER LIST** is the **BUTTON PANEL**. These buttons apply to the currently selected items in the **CHARACTER LIST**.

Edit...: This opens the [Edit Traits](#) dialog for the selected traits.

Decrement: This decreases the level or score of the selected traits.

Increment: This increases the level or score of the selected traits.

Modifiers: This opens the [Modifiers](#) dialog for the selected traits.

The **ATTRIBUTES TAB** is a bit different than the others since you don't generally add or remove most attributes. This tab instead has a list of the most common attributes on the left, and the full list of all character attributes on the right. Many of the character attributes are hidden, because so many are used for so many different things behind the scenes; in most cases you'll never need to know about those.

The screenshot shows the 'Attributes' tab in a character management application. The interface is divided into several panes:

- Attributes (Left):** A table showing various attributes with their scores and points. Total points: 158 pts.
- General Information (Center):** A form for character details. Name: Dai Blackthorn, Player: Steve Jackson, Race: Human, Height: 5'6", Weight: 115 lbs., Age: 32. Includes a 'Character In Play' checkbox and a table of skills (TL, Basic Speed, Dodge, Basic Lift, Thrust, Swing).
- All Attributes (Right):** A scrollable list of all character attributes. Total points: 158 pts.
- Encumbrance & Move (Bottom Center):** A table showing encumbrance and movement statistics.

Attributes	Score	Points
ST	8	-20 pts
DX	15	100 pts
IQ	12	40 pts
HT	12	20 pts
Hit Points	10	4 pts
Will	12	0 pts
Perception	15	15 pts
Fatigue Points	10	-6 pts
Basic Speed	7	5 pts
Basic Move	7	0 pts
Size Modifier	0	0 pts
Tech Level	8	0 pts
Money	-782	0 pts
Status	0	0 pts
Monthly Pay	520	0 pts
Cost of Living	600	0 pts

Name	None	Light	Med	Hvy
Carry (lb)	13	26	39	78
Ground Move (yd)	7	5	4	2
Water Move (yd)	1	1	1	1
Dodge	10	9	8	7
Loadout	All unassigned items.			8.7

The **BUTTON PANELS** at the bottom of each of the **ATTRIBUTES** pane and the **ALL ATTRIBUTES** pane work just like those in described above.

Between the two attribute panes you have a couple boxes:

GENERAL INFORMATION: This is the [General Information](#) box from **UNIFIED VIEW** which allows you to enter some general information about your character and reference some basic information for them based on their attributes.

ENCUMBRANCE & MOVE: This is the [Encumbrance & Move](#) box from **UNIFIED VIEW** which displays current encumbrance levels and related movement, dodge, and carry values. You can also change the current loadout with the **Loadout** drop-down.

At the bottom of the center panel is the **Create New Attribute** button which allows for adding a new attribute of your own creation.

CAPACITY METERS

The character's trait lists support displaying [capacity meters](#).

RIGHT-CLICK MENU

If you right-click a selected trait, you will get the right-click menu, which duplicates the [Traits Menu](#).

LIBRARY LIST ICONS

The **LIBRARY LIST** has icons to the left of each trait name that tell you something about what the trait does—if it's not a typical trait.



Build: When added to the character, this trait will ask for some text input, and/or call up the [Edit Traits](#) or the [Modifiers](#) dialog.

Wizard: This trait is set up like a wizard, and when you add it to the character it will require you to make one or more choices or selections. This icon supersedes the Build icon, so those elements may also be required when you see this icon.

CHARACTER LIST ICONS

The **CHARACTER LIST** has several different columns of icons that tell you something about the trait. Only the applicable icons appear, and some only appear for certain types of traits.

LEFT SIDE ICONS

The icons in 'column 0' along the left side of the list show the status of several flags related to the trait. Here are the icons that might appear and what flags they represent:

No Flags		Taboo
Leveled		Taboo+Leveled
Prereq		Taboo+Prereq
Default		Taboo+Default
Prereq+Default		Taboo+Prereq+Default
Leveled+Prereq		Taboo+Leveled+Default

No Flags: None of the flags apply to the trait.

Leveled: The trait has multiple levels. This isn't flagged for skills or spells since that is standard for them.

Prereq: The trait is missing one or more prerequisites.

Default: The trait is being defaulted from another trait. Only applies to skills or spells.

Taboo: One or more traits that are taboo for this trait are on the character.

These flags may be combined in various ways to get the full set of icons shown above.

RIGHT SIDE ICONS

There are two columns of icons along the right side of the list, indicating different types of information. The first (inner) column might include these icons:



Locked: This trait is locked and can't be edited or modified.

Inactive: This trait is currently inactive, so it is not granting bonuses and doesn't count as a prerequisite.

Linked: This trait is linked to another, most commonly because it is a component of a racial template or meta-trait.

Linked (Broken): The trait to which this one is linked can't be found.

GM Sheet: This trait has been flagged for inclusion on the GM Sheet (or any other sheet or plugin that wants to use that information).

Overspent: This skill or spell has had more points invested in it than necessary for the current level.

Existing: This icon only appears on Select dialogs and indicates that the trait is one that the character already has.

The second (outer) column might include these icons:



Parent: This trait is a parent item and is open to having new children added.

Parent (Closed): This trait is a parent item and has been closed to having new children added.

Child Profile – Alternate Abilities: This trait is a child, and the parent is set up as a group of alternative abilities.

Child Profile – Shared Modifiers: This trait is a child, and the parent is set up to share its modifiers with its children.

Component Owner: This trait is a template or meta-trait that has component items.

SHEET VIEW

SHEET VIEW allows you to work with a whole character sheet at once. This offers the ability to work directly on a character sheet that you may like to print, but such sheets must be specially written to support the interface elements required to be interactive. Likewise, because a sheet's primary purpose is to be printed, there are a lot of features that may simply not be available from the character sheet itself, and you may have to switch to another view to do a particular task.

The screenshot shows the SHEET VIEW interface for a GURPS 4th Edition character sheet. The interface is divided into several sections:

- Library:** A sidebar on the left titled "Using the Library" with a message about managing the library. Below it is a list of equipment items with their costs and quantities.
- Toolbar:** A horizontal toolbar at the top with icons for various functions like print, zoom, and search. The zoom level is set to 54%.
- Character Sheet:** The main view area displays a character sheet for "Steve Jackson". The sheet is divided into three pages: Page 1 (Attributes and Skills), Page 2 (Advantages and Disadvantages), and Page 3 (Skills and Equipment). The character's stats are: ST 8 [-20], HP 10 [4], DX 15 [+100], Will 12 [0], IQ 12 [+40], Per 15 [16], HT 12 [+20], FP 10 [4]. The sheet also shows languages, skills, and various modifiers.

When you are working on a sheet that supports on-sheet editing features, the available fields will be highlighted in some fashion, often set in the options for the sheet. In the sample image above, all the green areas are active and can be interacted with.

Depending on the kind of field, you may either be able to edit a value directly after clicking on the field, or you may get an edit panel with various edit options. The exact nature of an edit panel is set by the sheet being used.

If you right-click the currently active trait (the one currently showing an edit panel), you will get the right-click menu, which duplicates the [Traits Menu](#).

SHEET VIEW TOOLBAR

The screenshot shows the SHEET VIEW toolbar. It includes icons for print, zoom, and search. The zoom level is set to 55% and the sheet name is "Angry Owl Sheet".

This toolbar allows access to commonly needed features within the **SHEET VIEW**.

Here are the buttons on the toolbar from left to right:

Library Pane: Allows you to open or close the [Library Pane](#) along the left side of the View.

Thumbnails Pane: Allows you to close the navigation pane showing the thumbnails of the pages.

Print: Prints to a printer. It opens the standard **Windows PRINT** dialog first, so you can select a printer to print to.

Page Setup: Opens a **PAGE SETUP** dialog so you can set paper size and margins.

Note: Many printer drivers do not properly support many paper sizes. If you try selecting a size that doesn't seem to affect the paper size, this may be the problem. The only workaround is to try a different driver (or to pick a different paper size). There's nothing that can be done on GCA's end, since the print engine, **Windows**, and printer drivers are all black boxes for this purpose.

View Whole Page: This adjusts the zoom level to fit the entire page into the display area.

View Page Width: This adjusts the zoom level to fit the width of the page into the display area.

Zoom Out: Decreases to the next smaller zoom level.

Zoom In: Increases to the next larger zoom level.

Favorite: Sets the current sheet profile as the character's primary character sheet.

Sheet: You may change the sheet you're using to view the character. All active sheet profiles will be listed in the drop-down list.

Note: Not all sheets include the extra programming necessary to allow for editing in the Sheet View, and even if they do, it may be turned off. If you have a sheet that doesn't appear to allow editing, check Sheet Options to see if you can enable it there.

LIBRARY PANE

Along the left side of this View is the [Library pane](#). This is where you can select all the various types of traits to add to your character from the character's library.

PARTY VIEW

PARTY VIEW allows you to work with all loaded characters at once, with customizable cards displaying various information. However, it's also limited in that the cards only display traits that are marked to be displayed on the GM Sheet, since this view is an out-growth of that idea.

Flow Direction Left to Right Wrap Contents

Using the Console

 This tab is experimental and unfinished. We'd like to hear your thoughts! Whether you want to see it improved and expanded, reduced, or even removed, please take your thoughts and opinions over to the appropriate GCA discussion forum. Thanks!

This console will display cards for all loaded characters. It can also display duplicate cards based on loaded characters.
Only traits that have been tagged for inclusion on the GM Sheet will be show in the trait lists here.

This button to the right of a trait allows you to roll a standard 3d6 roll, and display the result. Click the result to roll again. If your card uses a Roll History box, rolls are logged there, and clicking on a trait will highlight all rolls made for it in the Roll History list.

Each card has a gear icon in the upper right corner. You can use the gear menu to customize the card, including new columns or blocks within columns, to create duplicates, or to move the card to the front or the back of the order.

Hide this message

Dai Blackthorn (Steve Jackson) Done 

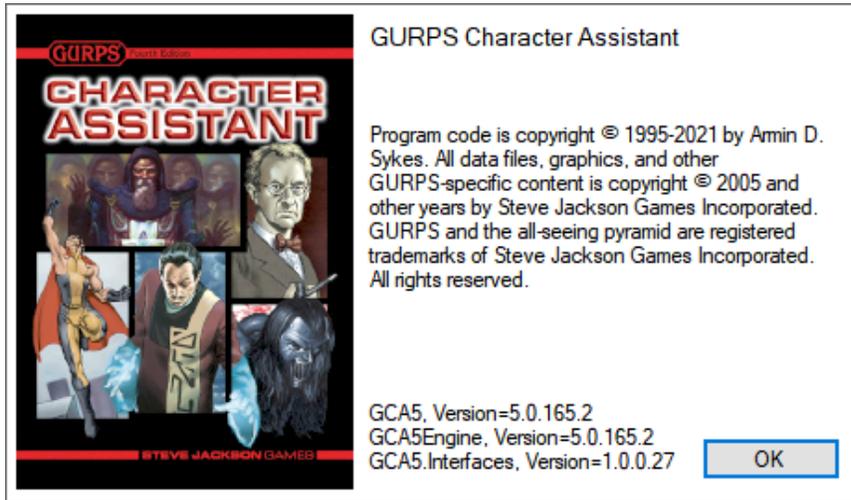
Attributes	Adjustments	Advantages/Perks	Skills
Reaction +0/+0	Apply damage <input type="text" value="0"/>		
ST 8	Apply fatigue <input type="text" value="0"/>	Disadvantages/Quirks	Spells
DX 15	Recover HP <input type="text" value="0"/>		
IQ 12	Recover FP <input type="text" value="0"/>		
HT 12	<input type="button" value="Apply"/>		
Will 12			
Per 15			
Speed 7			
Move 7			
Dodge 10			
DR 0			
HP 10 / 10 <input type="text" value="0"/>			
FP 10 / 10 <input type="text" value="0"/>			

History

Professor William Headlev (Kenneth Hite) Done 

ABOUT

Shows information about the program.

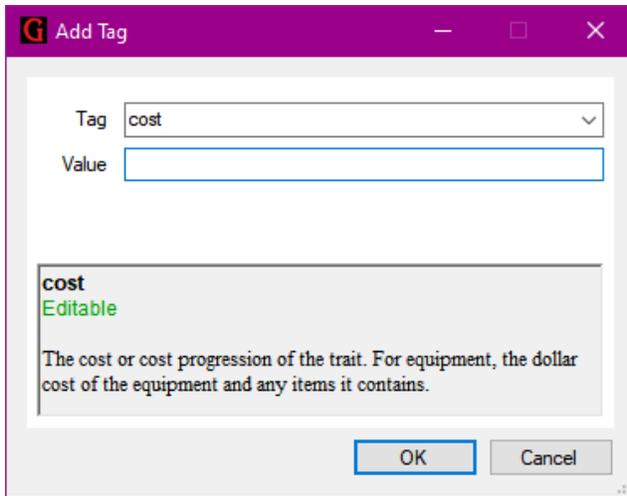


This dialog provides simple information about GCA, including copyright information for the program, and the versions of the primary components.

When GCA starts up, this dialog is displayed briefly as a splash screen, but will close automatically while GCA initializes.

ADD TAG

Allows you to add a tag to a trait. If you try to add a tag that already exists, the existing value should appear in the **Value** field.



The **Tag** dropdown list at the top allows you to select almost any tag known to GCA. You can also type in your own tag name if you want to add a custom tag.

The **Value** field allows you to enter the value you want the tag to have.

The **DEFINITION** pane at the bottom provides information about known tags.

DEFINITION PANE

The **DEFINITION** pane will provide you with information about known tags when they are selected in the **Tag** dropdown list.

The information displayed includes the name of the tag, and whether it is Managed, Calculated, or Editable. There will also be a brief explanation of what the tag is for.

If a tag is Managed, that means that GCA manages that data for you. You can often change the data yourself, and it may have an effect, but GCA may change it again in the future.

If a tag is Calculated, that means that GCA calculates these values. Changing a calculated value will never have a lasting effect, because GCA will recalculate it often, always replacing the value with the most recently calculated one.

If a tag is Editable, that means it is normal data, and you can change it as needed to implement changes you want to make.

ADVANCED EDIT TRAITS

This dialog allows you access to all the non-mode tags for a trait. (Mode tags are those that are used for attack modes, and for certain other special features that are commonly used with modes but may not always be so.)

At the bottom of the window is the **DEFINITION** pane, and below that various buttons.

TAG GRID

This grid provides you a way to access and edit every (non-mode) tag that describes and controls the trait being edited. If you want to edit tags that feature in attack modes, click the **Edit Modes** button at the bottom left.

The fields in the grid are shaded to indicate the way GCA manages them.

Light blue shading, such as the **basedon** tag at the top, means that the value is Managed.

Light red shading, such as **level** or **points**, means that the value is Calculated.

White backgrounds are normal Editable data.

See **DEFINITION PANE** below for more info on Managed, Calculated, and Editable.

The currently selected row in the grid will be highlighted in gold. You can double-click with the mouse to open the field editor, or you can start typing if you want to enter new data by replacing the existing data.

Advanced Edit Traits

Using This Dialog

You can tear off the tabs and dock them to the edges of the edit area, or float them separately, to view more than one set of tags at a time.

Some tags are maintained by GCA, and values you may set therein will have no lasting effect. Any changes made will not take effect until you click OK.

Double-click or press the Enter key to edit a value.

! You can break traits, or possibly crash GCA, if you edit these tags incorrectly. Use caution.

Hide this message

Tags	Values
basedon	Duty
baselevel	4
cat	Mundane, Social, Mundane Social, Mundane, Social
cost	-2/-5/-10/-15
level	4
levelnames	"6 or less (quite rarely)", "9 or less (fairly often)", "12 or less
mods	Duty
name	Duty
nameext	To ISWAT
needscheck	-1
page	B134
points	-20
premodspoints	-15
syslevels	0
taboofailed	0
upto	4

baselevel
Editable

The base level (based on base points for skills and spells), to which bonuses are added. This is **Calculated** for skills and spells.

DEFINITION PANE

The **DEFINITION** pane will provide you with information about each tag when you click on its row in the grid above.

The information displayed includes the name of the tag, and whether it is Managed, Calculated, or Editable. There will also be a brief explanation of what the tag is for.

If a tag is Managed, that means that GCA manages that data for you. You can often change the data yourself, and it may have an effect, but GCA may change it again in the future.

If a tag is Calculated, that means that GCA calculates these values. Changing a calculated value will never have a lasting effect, because GCA will recalculate it often, always replacing the value with the most recently calculated one.

If a tag is Editable, that means it is normal data, and you can change it as needed to implement changes you want to make.

BUTTONS

Add Tag: This allows you to add a new tag to the trait. You can add known tags, or your own custom tags, if you need to include something GCA doesn't handle for you.

Remove Tag: This allows you to remove the currently selected tag. Note that if it's a calculated tag, it will be returned to the trait shortly, and if it's a managed tag, it may be returned depending on the tag.

Removing a necessary editable tag may completely change how the trait works. For example, removing the **cost** tag will result in an advantage becoming a 0-point item, and lose any ability to adjust levels for a leveled trait.

Save to File...: This allows you to save your custom edited trait to a book file for use in other libraries.

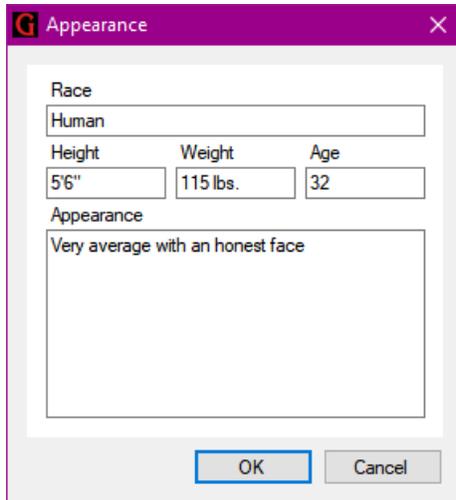
Edit Modes: This calls up the [Edit Modes](#) dialog, which works almost identically to this one, but supports attack modes or special mode-specific features.

OK: This closes the dialog, saving your changes to the trait.

Cancel: This closes the dialog without saving any of your changes.

APPEARANCE

The APPEARANCE Dialog is where you can set the general appearance qualities for your character, such as race, height, weight, and age. You can also write a short descriptive blurb.

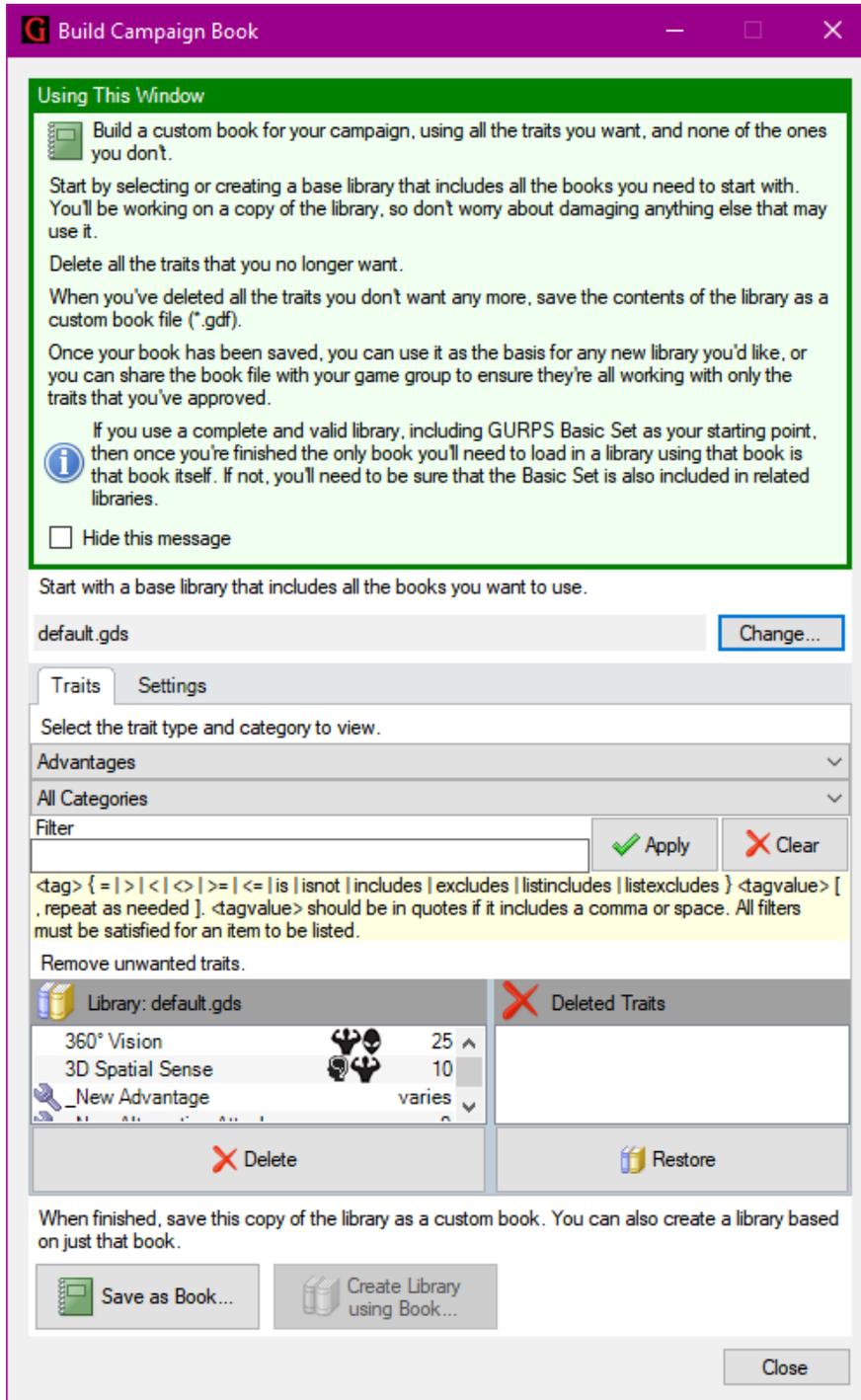


The screenshot shows a dialog box titled "Appearance" with a purple header bar. The dialog contains the following fields and controls:

- Race:** A text input field containing "Human".
- Height:** A text input field containing "5'6\"".
- Weight:** A text input field containing "115 lbs.".
- Age:** A text input field containing "32".
- Appearance:** A larger text area containing the text "Very average with an honest face".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

BUILD CAMPAIGN BOOK

This dialog allows you to load a library, delete traits you don't like, and then save the entire thing as a single book file (.GDF file). Optionally, you can save a campaign library (.GDS file) for it as well. This should help simplify building campaign specific files for sharing with players.



Start by clicking the Change button to select the library you want to use as your starting point.

Start with a base library that includes all the books you want to use.

Please load a library to begin.

Change...

That will bring up the [Manage Your Library](#) dialog so that you can choose the library. Once you do that, the library name will appear here, and the available traits will be filled into the lists below.

FINISHING UP

When you're done making your changes on the **TRAITS** and **SETTINGS** tabs (see below), click the **Save as Book** button to save to your custom book to disk. You can then click the **Create Library using Book** button to create a library with this book, so it'll be ready for you in [Manage Your Library](#) later.

If you click the **Close** button, the window will immediately close and you will lose any changes you have not already saved.

NOTES

- 1) If you change libraries, any existing work on your book will be lost, so be sure to start with the right library.
- 2) GCA loads an alternate copy of the GCA System for this window, so no changes you make to the working library here will affect characters or libraries currently loaded in GCA.

TRAITS TAB

Traits Settings

Select the trait type and category to view.

Advantages

All Categories

Filter

Apply Clear

<tag> { = | > | < | <> | >= | <= | is | isnot | includes | excludes | listincludes | listexcludes } <tagvalue> [, repeat as needed]. <tagvalue> should be in quotes if it includes a comma or space. All filters must be satisfied for an item to be listed.

Remove unwanted traits.

Library: default.gds Deleted Traits

360° Vision 25

3D Spatial Sense 10

_New Advantage varies

Delete Restore

Remove the traits you don't want by selecting them in the **Library** list, and moving them to the **Deleted Traits** list. If you change your mind, you can use the **Restore** button to undelete the traits selected in the **Deleted Traits** list.

You can change the type of trait you want to work with, and the category you want to look at, using the drop-down lists in the selection area.

If you want to filter by a more complex formula, you can use the Filter pane here. Unlike the simple filter panes in most of GCA where only the name of the trait is matched against what you type, this filter uses a search syntax.

Filter

Apply Clear

<tag> { = | > | < | <> | >= | <= | is | isnot | includes | excludes | listincludes | listexcludes } <tagvalue> [, repeat as needed]. <tagvalue> should be in quotes if it includes a comma or space. All filters must be satisfied for an item to be listed.

In this syntax, you can search for a specific tag with desired value or exclusion, or a combination of those. For example, if you enter into the filter field **displaycost includes "varies"**, then when you click **Apply** only the traits such as **_New Advantage** or **Injury Tolerance**, which show **varies** in the listing, will be displayed in the **Library** list. On the other hand, if you enter **displaycost excludes "varies"** then you'll see everything where **displaycost()** *doesn't* include **varies**. If you want to see very trait that references brawling in its damage calculation, you could enter **damage includes "karate"** and see the resulting traits.

After you type in the search phrase, click **Apply** to use it. **Clear** will remove it. A filter remains in effect even when you change the trait list or category you're working with, until you press **Clear**.

SETTINGS TAB

You can also include values for various options settings supported by books if you want to change those.

Traits Settings

Settings are usually included in a book only when they are intended to replace default settings. Check the type of settings that you want to include, and set their values below.

Include Campaign Settings

Include Rules Settings

There are two groups of settings: Campaign and Rules. When saving the book to disk, GCA will only save the settings for the groups that you choose to include, but it will include all the settings from those groups.

If you check the **Include Campaign Settings** checkbox, you'll be provided a pane allowing you to specify the settings as you want them.

Traits Settings

Settings are usually included in a book only when they are intended to replace default settings. Check the type of settings that you want to include, and set their values below.

Include Campaign Settings

Include Rules Settings

Campaign

Default campaign settings for new characters.

Campaign Name

Tech Level

Base Points

Disadvantage Limit

If you check the **Include Rules Settings** checkbox, you'll be provided a pane allowing you to specify those settings as you want them.

Traits Settings

Settings are usually included in a book only when they are intended to replace default settings. Check the type of settings that you want to include, and set their values below.

Include Campaign Settings

Include Rules Settings

Rules

Default rules settings for new characters.

 Warning: These options change how some fundamental GURPS rules work. Do not change these optional rules unless you are sure your various GMs are using them.

Rule of (see p. B173, Rule of 20)

Maximum attribute value used for skill defaults. Set to 0 to ignore.

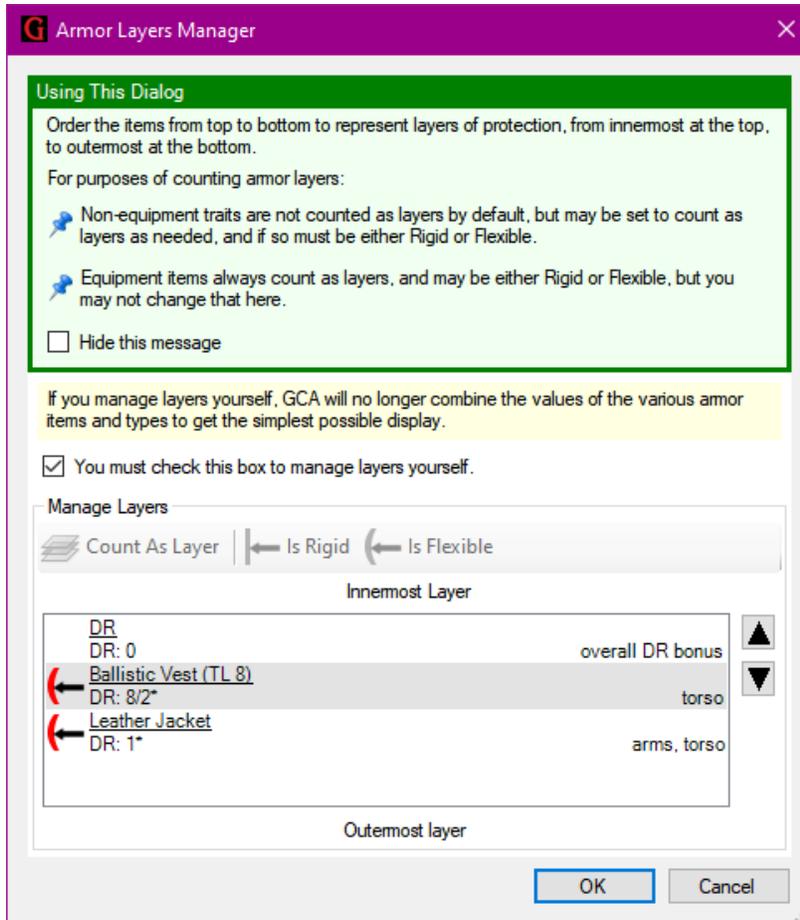
Global rule of

Applies the 'Rule of' option to all standard defaults. not just defaults from

Note that this [Rules](#) pane is the same settings box as appears on the [Default Character Options](#) tab of the [Options](#) dialog.

ARMOR LAYERS MANAGER (PROTECTION)

This dialog allows you to create manage your armor in the layers it's worn in. This is a specialty feature for players in games that track armor penetration layer by layer.



You must check the box to use the rest of the dialog. If you don't, GCA will continue to handle all of that itself, combining layered protection into a single final DR value as best it can.

The **MANAGE LAYERS PANE** allows you to move your worn armor up or down to move it toward the innermost or outermost layer. You can also move traits that provide armor, such as innate DR or force fields or whatever. This allows for full customizability to support your particular character.

Using the toolbar buttons, you can manually apply whether a particular trait should count as a layer (for tracking layers that count against your DX), and whether it's flexible or not. Armor items include that in their data, so are not generally

adjustable that way.

The icon for each list item displays whether it is flexible or rigid.

CAMPAIGN LOG

The **CAMPAIGN LOG** is where you can track how your character advances over time, writing notes or journal entries and tracking earned experience and money.

The screenshot shows the 'Campaign Log' dialog box. It is divided into several sections:

- All Log Entries:** A list box containing one entry: 'Initial Character Creation' on '11/19/2021' for '0 pts' and '\$0.00'.
- Selected Log Entry:** A pane showing details for the selected entry. It includes a 'Caption' field with 'Initial Character Creation', a 'Date' field with '11/19/2021', a 'Campaign Date' field (empty), a 'Points' field with '0', and a 'Money' field with '\$0.00'. Below these is a 'Notes' field containing the text: 'Character created using GURPS Character Assistant (GCA5Engine, Version=5.0.163.2)'. At the bottom right of this pane are 'OK' and 'Cancel' buttons.
- Points & Money Eamed:** A table with columns for 'Points' and 'Money'. It has three rows: 'From Log Entries', 'From Other Sources', and 'Total Eamed'. Each row has input fields for '0' points and '\$0.00' money.
- Buttons:** 'Search', 'Add', and 'Delete' buttons are located below the 'All Log Entries' list.

You can click on a log entry in the log entries list box and the information for that entry will populate in the **SELECTED LOG ENTRY** pane on the right.

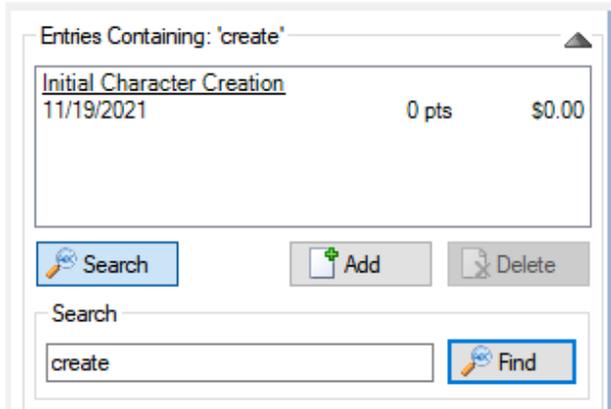
Add: Click to add a new log entry. You'll always begin with an entry created by GCA, noting when you first created the character.

Delete: Click to delete the currently selected log entry. Be careful: if you then click **OK**, you won't be able to retrieve that entry again. If you do delete an entry accidentally, use the **Cancel** button to close and discard your changes.

OK: Click to close the dialog and commit all your changes to the character.

Cancel: Click to close the dialog and discard your changes. This means that any deleted entries won't be deleted any more, but also any new entries will be lost.

Search: Click to open the **SEARCH PANE**.



When the **SEARCH PANE** is open, you can type the word or phrase to find, and click the **Find** button to find all log entries that contain it. Those entries will be shown in the **LOG ENTRIES LIST BOX** above, where you can click them normally to interact with them on the **SELECTED LOG ENTRY PANE**.

When you're done searching, click the **Search** button again to close the **SEARCH PANE**, and to repopulate the log entries list box with all the entries.

POINTS & MONEY EARNED

This pane shows you the total for all log entries, plus the totals that include what is entered in the **From Other Sources** boxes.

However, you are encouraged to record any earned points with a log entry and a note, so that you don't later forget why you have those extra points.

SELECTED LOG ENTRY PANE

Here you can enter or edit all the information for the log entry. You can give it a caption, which will be shown in the entry listings on the left, as well as dates, points earned, money earned, and the notes for the entry.

You should note that the **Date** field is for the real-world date, while the **Campaign Date** is for whatever method of date-keeping is used in your campaign (it's a simple non-formatted text entry box).

The **Notes** field is technically an RTF edit field, so you can paste RTF formatted text into it. Also of note: if you tap the Enter key, that will register as clicking OK for the dialog, so use **CTRL+ENTER** to start new paragraphs, or edit the text elsewhere and paste it in.

CAMPAIGN SETTINGS

The **CAMPAIGN SETTINGS** dialog allows you to specify the initial values for your character, based on the campaign being played.

Campaign Settings

Campaign Name

Points & Limits

Base Points

Disadvantage Limit

Quirk Limit

Quirks are included in the Disadvantage Limit, but many GMs also want to limit how many Quirks are taken by characters. This setting reflects that.

Tech Level

Campaign Base TL

Displayed TL

Displayed TL is based on the character's Tech Level attribute, so it will include any adjustments to the score beyond the Campaign Base TL.

Wealth

Starting Wealth is set by TL and affected by Wealth advantages and disadvantages.

Starting Wealth

You currently have these factors affecting Starting Wealth: Wealth (Poor).

Money

Money is your wealth as affected by lifestyle. A settled lifestyle leaves only 20% of your Starting Wealth for "adventuring" gear (see B26).

Set Starting Money to...

Starting Money

If your campaign doesn't use the disadvantage and/or quirk limit options, you can uncheck them and GCA won't attempt to alert you that you're exceeding those limits.

If you're playing in a campaign that has an unusual tech level, such as **4+1** or **9^**, you can click the **Advanced** button to open the **DISPLAY SCORE BUILDER** dialog.

Note that Tech Level at its root is a numeric value and needs to have that numeric value so that a higher or lower tech level can be calculated, but you don't have to show that value if it doesn't fit the campaign's TL scheme.

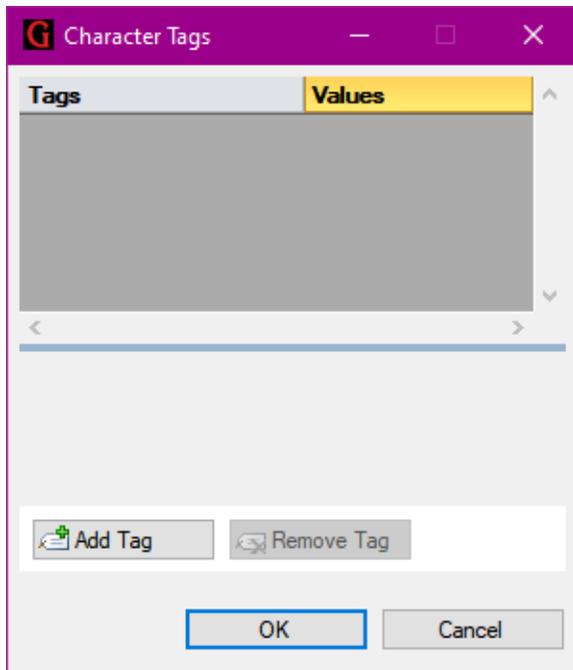
CHARACTER SHEET OPTIONS

This dialog allows you to access and change options for all known sheet plugins (character sheets and export sheets). You can also create profiles, which are named options settings for sheets that allow you to quickly switch between the profiles as if they were different sheets.

All the options displayed here for each sheet are set by the sheet itself, so they will vary greatly from sheet to sheet.

CHARACTER TAGS

This dialog allows you to view and edit the tags assigned to the character itself, as opposed to those that make up traits.



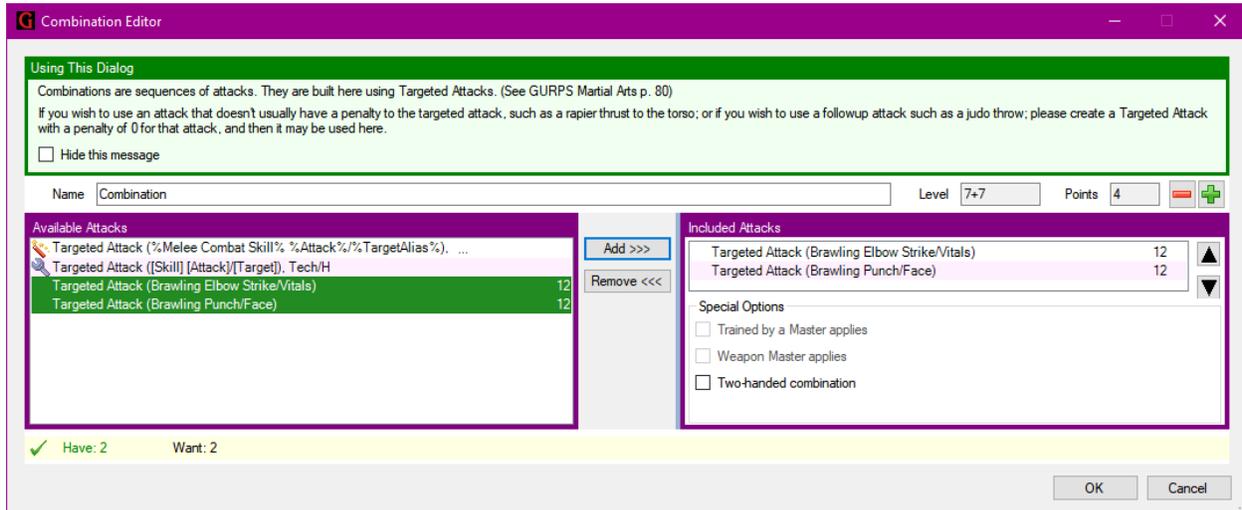
As with other such tag-oriented dialogs, the tags are listed on the left of the grid, and their values are on the right. Below that is the definition pane.

At the bottom are the buttons that allow you to add a new tag, or remove the currently selected tag.

Note that most character data is not stored in tags, so character tags are generally used to store custom data. However, sheets and other plugins can use the tags system to access many of the features of a character as if they were tags. Data accessed that way will not appear on this dialog.

COMBINATION EDITOR

This dialog allows you to create a combination, as used in *GURPS Martial Arts*.



The Available Attacks list on the left includes your character's Targeted Attack techniques, plus a couple wizards to allow you to create new ones on the fly. Other than the mix of a couple system traits with your character's applicable traits, this dialog works much like others of this style—add things from the left side to the right side.

Change the name of your combination in the **Name** field.

The **Level** and **Points** fields are not editable. The **Level** field will have two or three levels displayed depending on the type of combination you are editing.

You can adjust the points you currently have spent in the combination using the **decrement** and **increment** buttons next to the **Points** field.

Depending on whether you elected to make a 2-attack or a 3-attack combination, the editor will display an error message in the Level field if you have too many or too few attacks in the **INCLUDED ATTACKS** list.

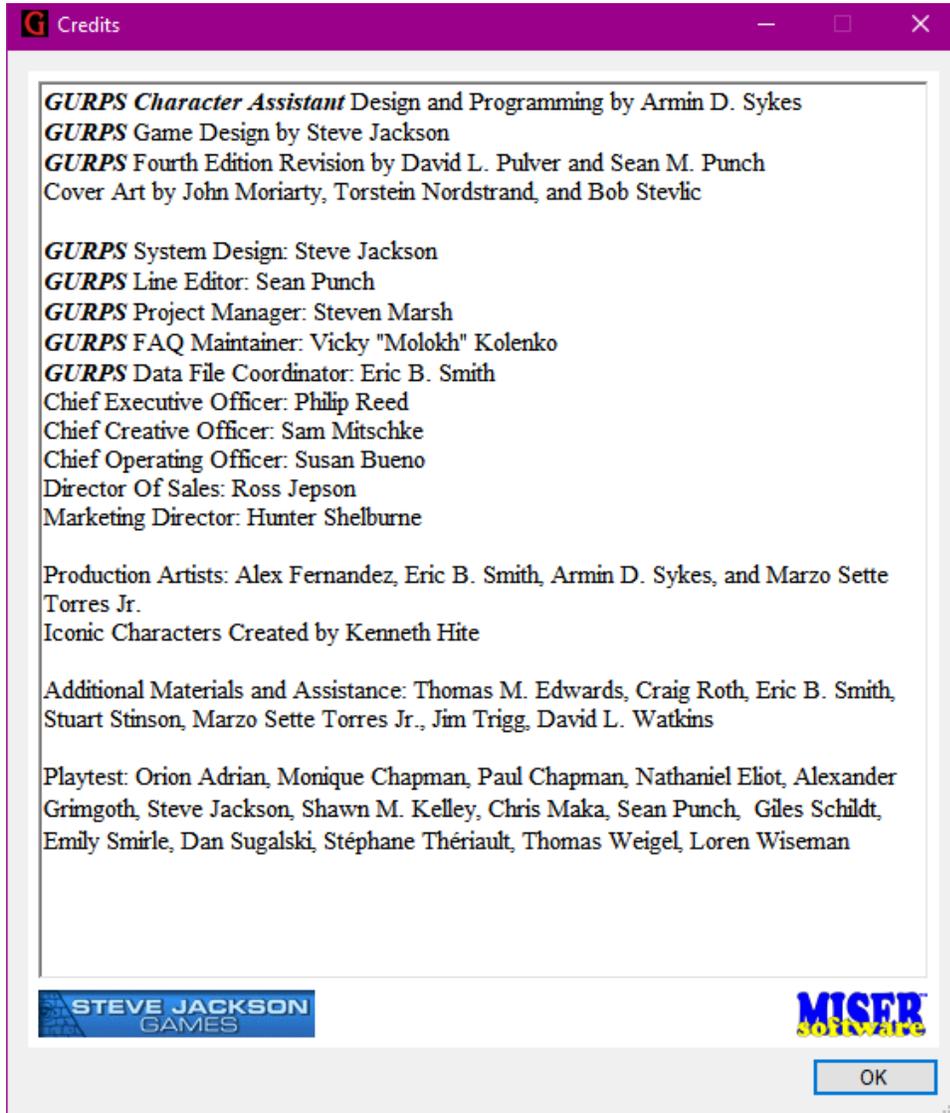
You can adjust the order of the attacks using the **move up** and **move down** arrows on the right side.

If you have special options that apply, such as Trained by a Master, you can check boxes for them in the **SPECIAL OPTIONS** pane.

The yellow **CRITERIA** pane will alert you to whether you are allowed 2 or 3 attacks, and how many you currently have included.

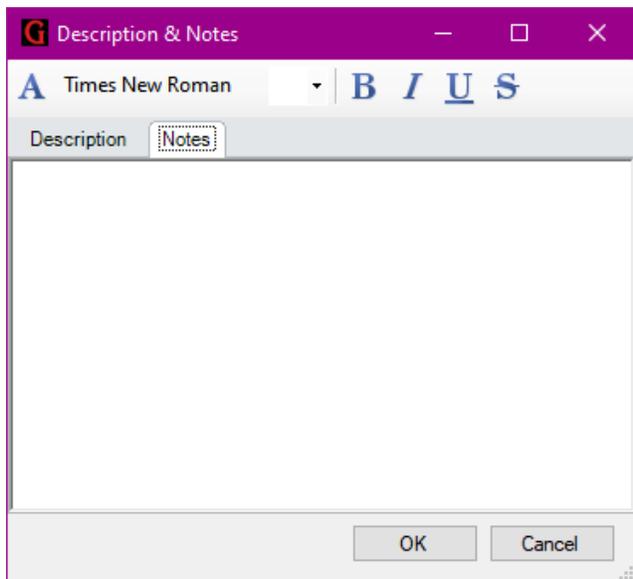
CREDITS

This dialog displays the credits for GCA, the **GURPS** line, and related Steve Jackson Games staff.



DESCRIPTION/NOTES

This dialog has two tabs, one for your character's Description and one for their Notes.



Both tabs are identical, just containing different pieces of freeform text that you can write as you please. This is an RTF enabled editor, so you can format your text if you wish.

DISPLAY SCORE BUILDER (CAMPAIGN SETTINGS)

This dialog is available from the [Campaign Settings](#) dialog and allows you to specify a TL that isn't a simple number, in case you need that. GCA needs a base number for TL so that it can handle characters with TL above or below the campaign default. This dialog allow you to build complex TL values while still allowing for the campaign's base level.

Display Score Builder

Tech Level Money

Tech Level 8+1^

Use the score as is. Score and displayed value will be the same.

Build the displayed score from parts. Score and displayed value may be different.

Front Portion

Score Do not include the score

Back Portion

Front Portion and Back Portion are text values used to adjust how the TL is displayed. They may include \$functions.

For example, if Front Portion is , your character's TL score is , and Back Portion is , then the Tech Level would be displayed as 5+3^ . Raising the TL one level would then display as 5+4^ .

OK Cancel

In the image above, the displayed score of **8+1^** is built with the base TL score included. If you were to check the **Do not include the score** box, the score would appear as **+1^**.

EDIT MODES

This dialog allows you access to all the mode tags for a trait. Mode tags are those that are used for attack modes, and for certain other special features that are commonly used with modes.

At the bottom of the window is the **DEFINITION** pane, and below that various buttons.

TAG GRID

This grid provides you a way to access and edit every mode tag that describes and controls the modes for the trait being edited. There will be several columns, one for the tags available, and then one each for the various modes. If there are not any modes currently defined, only the tag name column will be visible, and you'll have to add a mode to start editing.

At the top of the grid is the **Show Calculated Tags** checkbox. This is off by default, but you can turn it on to see all the mode tags that GCA calculates based on the other mode data. Note that changing data in the calculated tags is a pointless exercise, since GCA recalculates all those values.

The fields in the grid are shaded to indicate the way GCA manages them.

Light blue shading means that the value is Managed.

Light red shading, such as all of the calculated tags, if you turn those on, means that the value is Calculated.

White backgrounds are normal Editable data.

See **DEFINITION PANE** below for more info on Managed, Calculated, and Editable.

The currently selected row in the grid will be highlighted in gold. You can double-click with the mouse to open the field editor, or you can start typing if you want to enter new data by replacing the existing data.

If you have more than one mode column showing, be sure you have selected the correct column for the mode you want before editing the data.

DEFINITION PANE

The **DEFINITION PANE** will provide you with information about each tag when you click on its row in the grid above.

Edit Modes

Using This Dialog

Some tags are maintained by GCA, and values you may set therein will have no lasting effect. Any changes made will not take effect until you click OK.

Double-click or press the Enter key to edit a value. CTRL+SHIFT+C to copy the entire mode as XML. Pasting mode XML in will replace the entire mode (except the name) with that data. Use standard copy and paste to copy individual tags.

You can break traits, or possibly crash GCA, if you edit these tags incorrectly. Use caution.

Hide this message

Show Calculated Tags

Tag	
acc	2
amordivisor	
break	
bulk	-2
damage	2d+2
damagebasedon	
damageistext	
damtype	pi
itemnotes	
lc	3
minst	9
minstbasedon	
mode	
notes	
parry	
radius	
rangehalfdam	150
rangemax	1850
roll	?

damage
Editable

The damage done by the trait or item; math enabled; mode enabled.

The information displayed includes the name of the tag, and whether it is Managed, Calculated, or Editable. There will also be a brief explanation of what the tag is for.

If a tag is Managed, that means that GCA manages that data for you. You can often change the data yourself, and it may have an effect, but GCA may change it again in the future.

If a tag is Calculated, that means that GCA calculates these values. Changing a calculated value will never have a lasting effect, because GCA will recalculate it often, always replacing the value with the most recently calculated one.

If a tag is Editable, that means it is normal data, and you can change it as needed to implement changes you want to make.

BUTTONS

Add Mode: This allows you to add a new mode to the trait, which will show a new column in the grid.

Remove Mode: This allows you to remove the currently selected mode. Be sure you have the right column with the active gold highlighted field before you try to remove it.

OK: This closes the dialog, saving your changes to the modes and into the trait.

Cancel: This closes the dialog without saving any of your changes.

RIGHT-CLICK MENU

You must have a field of a mode selected to enable these options.

Copy: This allows you to copy the currently selected value onto the clipboard.

Paste: This allows you to paste a value into the current field.

Copy Mode: This allows you to copy onto the clipboard the entire mode that is currently selected.

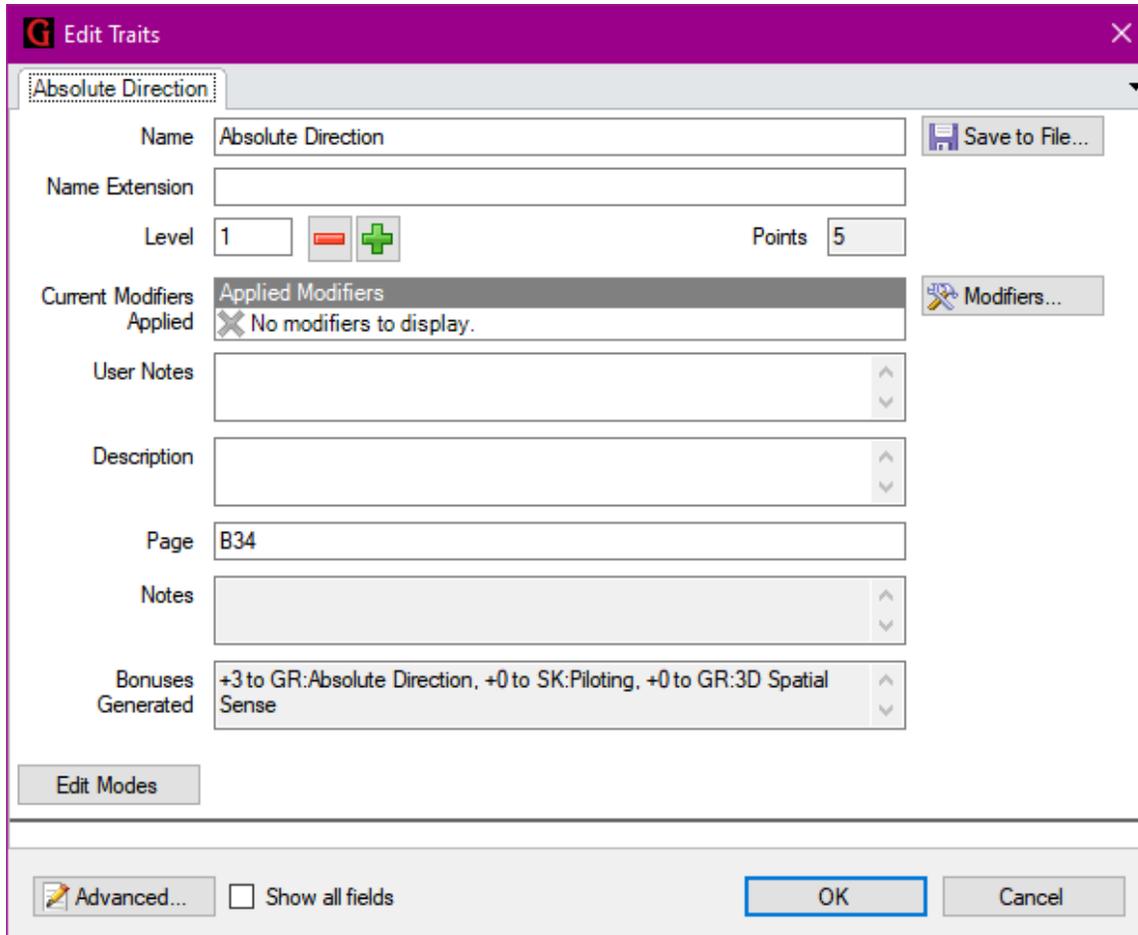
Paste Mode: This allows you to paste a copied mode into the current mode, replacing the values of the current mode with those from the one on the clipboard.

Duplicate Mode: This allows you to quickly duplicate the currently selected mode. (This will leave a copy of the mode on the clipboard.)

Copy	Ctrl+C
Paste	Ctrl+V
Copy Mode	Ctrl+Shift+C
Paste Mode	Ctrl+Shift+V
Duplicate Mode	

EDIT TRAITS

This dialog allows you to edit or view all the commonly needed features of a trait. If you've opened multiple traits for editing, they'll each be available as a separate tab.



The screenshot shows the 'Edit Traits' dialog box with a purple title bar. The main area is titled 'Absolute Direction' and contains several fields and buttons:

- Name:** Absolute Direction (with a 'Save to File...' button to its right)
- Name Extension:** (empty text field)
- Level:** 1 (with minus and plus buttons) and **Points:** 5 (greyed out)
- Current Modifiers Applied:** Applied Modifiers (with a 'Modifiers...' button to its right) and No modifiers to display.
- User Notes:** (empty text field with up/down arrows)
- Description:** (empty text field with up/down arrows)
- Page:** B34
- Notes:** (empty text field with up/down arrows)
- Bonuses Generated:** +3 to GR:Absolute Direction, +0 to SK:Piloting, +0 to GR:3D Spatial Sense (with up/down arrows)

At the bottom left is an 'Edit Modes' button. At the bottom right are 'Advanced...', 'Show all fields', 'OK', and 'Cancel' buttons.

At the top of the edit area are the **Name**, **Name Extension**, **Level**, and **Points** fields. **Points** is greyed out when you can only adjust it by adjusting the traits level. **Level** and **Points** will be replaced by **Quantity**, **Cost**, and **Weight** when you're looking at equipment.

You can click the **Save to File** button to save the trait, and any changes you've made to it, to your own book file for use with other characters in the future.

The **CURRENT MODIFIERS APPLIED** section will show you the current modifiers. You can adjust modifiers directly if they're leveled or click the inline **Delete** or **Edit** buttons for the selected modifier to remove or edit it. Click the **Modifiers** button to launch the [Modifiers](#) dialog.

The **User Notes** and **Description** fields are there primarily for your use. **Description** may be filled with text about the trait from the book it came from.

The **Page** field contains page references using the page short-codes that GCA recognizes. This allows GCA to link those pages to PDFs and launch them for you when you click a page link. You may edit this, either to include your own page references or to remove ones that don't help you.

NOTES is general notes about the trait that GCA manages.

BONUSES GENERATED shows you what bonuses this trait may apply to other traits. You may also see CONDITIONAL BONUSES GEN. if the trait also generates conditional bonuses.

Edit Traits

Auto Pistol, 9mm (TL 7)

Name: Auto Pistol, 9mm

Name Extension: TL 7

Quantity: 1 (Cost: 600, Weight: 2.6)

Current Modifiers Applied: Applied Modifiers (No modifiers to display.)

Where It's Kept:

User Notes:

Description: TL:7 LC:3 Damage:2d+2 pi Acc:2 Range:150/1850 RoF:3 Shots:15+1 (3) ST:9 Bulk:-2 Rcl:2 Skill:Guns (Pistol)

Page: B278

Mode	Damage	Acc	Range	RoF	Shots	Level	ST	Bulk	Rcl	LC
Auto Pistol, 9mm (TL 7)	2d+2 pi	2	150 / 1850	3	15+1(3)	12	9	-2	2	3

Edit Modes

Auto Pistol, 9mm (TL 7)

Uses: 16 Used: 0

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Last change will be shown here.

Advanced... Show all fields OK Cancel

The **Edit Modes** button allows you to launch the [Edit Modes](#) dialog, so you can add, remove, or modify the attack modes that might be related to this trait. If the trait already has attack modes, they'll be displayed here *above* this button, while any information about usage counts and checkboxes for tracking them will be displayed *below* this button.

The **Advanced** button will launch the [Advanced Edit Traits](#) dialog.

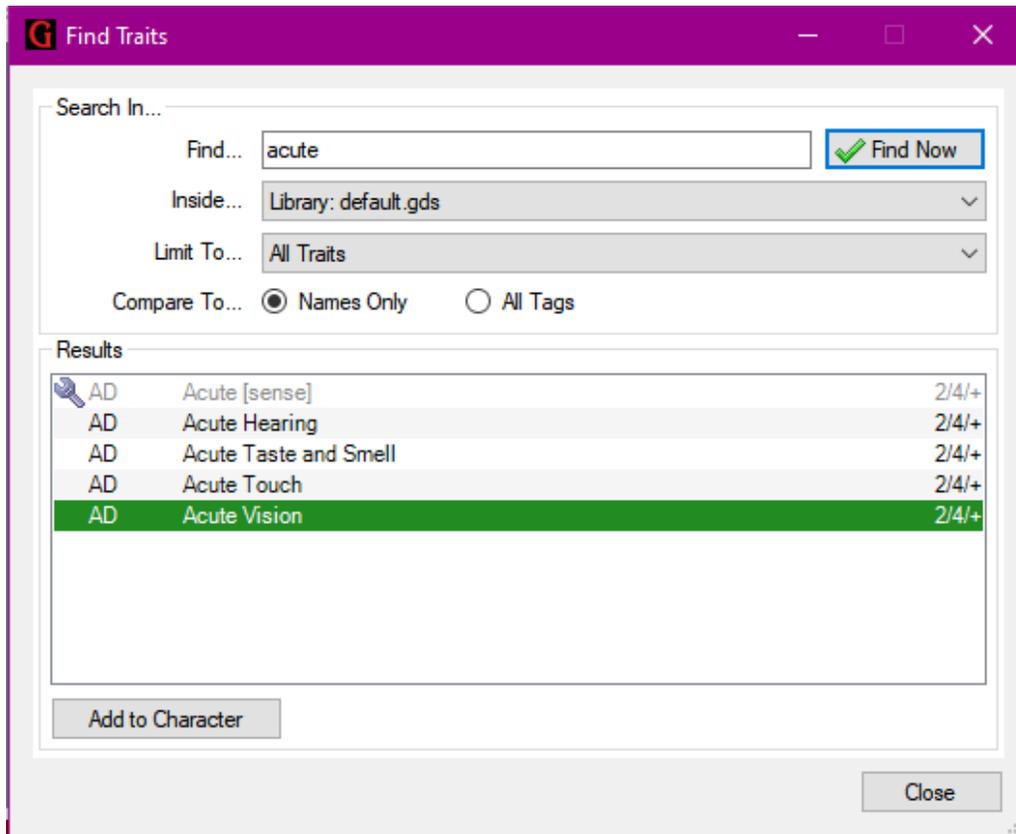
Checking **Show all fields** will tell GCA to include a lot more panes of information in the editing area, allowing you to see more of the building blocks of the trait as well as more informational blocks.

You'll be able to specify familiarities and storage locations (when appropriate to the trait), prerequisites (or **NEEDS** as GCA tracks them) and taboos, and possibly more. You'll also be able to create or edit bonuses using GCA's **gives** syntax, or the **GIVES BUILDER** for the more straight-forward bonuses.

FIND TRAITS

This dialog allows you to search for traits in the current library, or in the current character.

Generally, you would search for traits to add to your character, but if you have a lot of traits on a character, and can't seem to find one, this may help locate where it is.



In this example, the word **acute** has been entered into the **Find...** box and **Find Now** has been clicked. All the results that were found have been displayed in the **RESULTS** list.

You can click on items and click **Add to Character** to add them to the active character.

Find...: Enter the text to search for.

Inside...: Pick whether you want to look inside the active character or their library.

Limit To...: Select **All Traits** or any specific trait list (Advantages, Equipment, etc.).

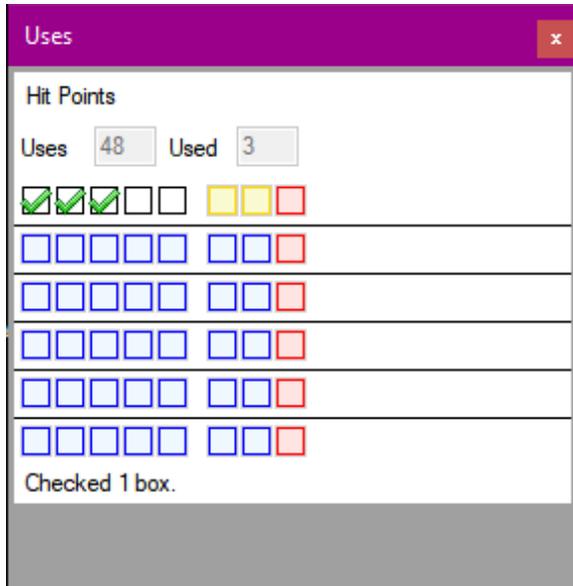
Compare To...: Select whether you only want to search through trait names, or if you want GCA to look deeper within traits by looking inside their tags. Selecting **All Tags** may slow the search, but will return traits that may include your search term in defaults, descriptions, notes, etc.

Find Now: Click to perform the search.

Add to Character: Adds the selected items to your character.

FLOATER

This is a specialty dialog that works much like a toolbar because it floats above the rest of GCA when it is displayed.

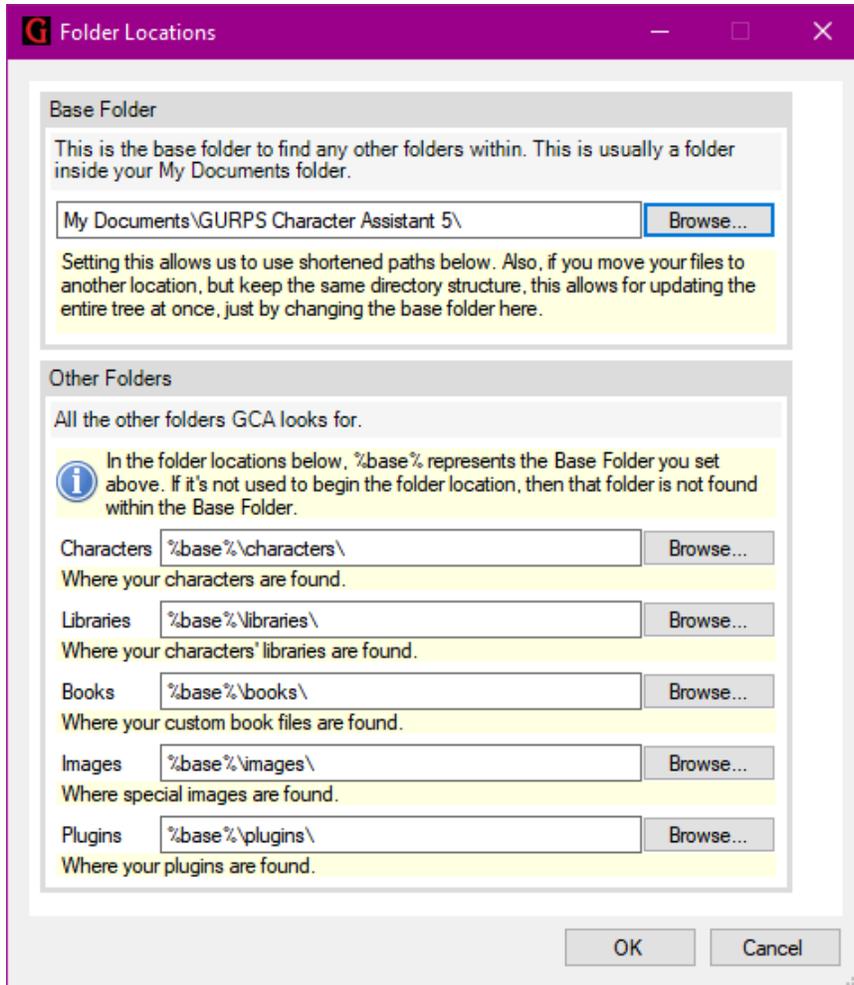


The **FLOATER** currently exists just to display Uses information for traits that you click on as you work in GCA. This allows you to quickly adjust Uses used or replaced as you are playing. The checkboxes for Uses can also be found in the [Edit Traits](#) dialog if you prefer to access it there.

If you have closed the **FLOATER** but want it to start appearing again, you can turn it back on in the **View** menu.

FOLDER LOCATIONS (OPTIONS)

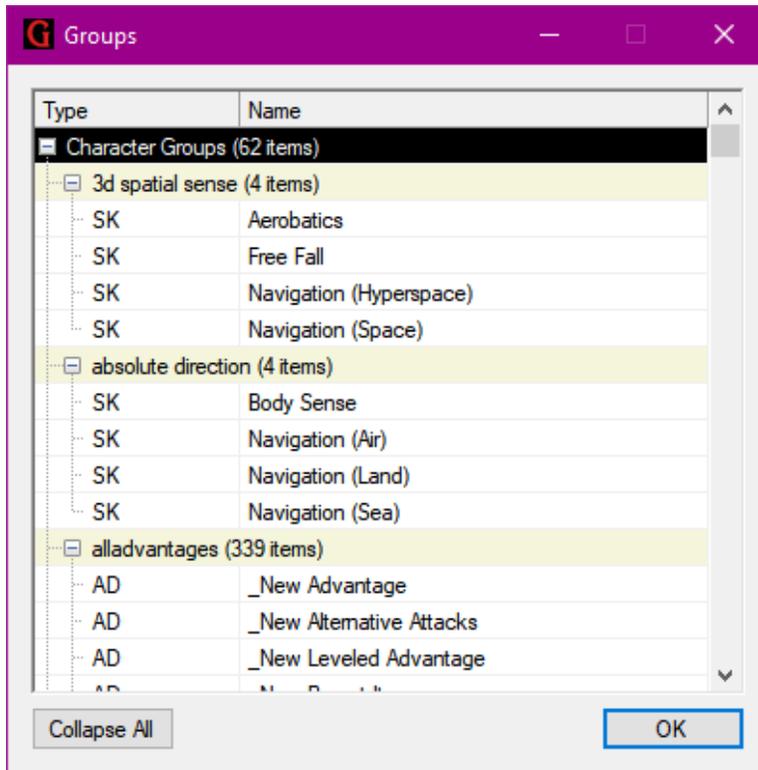
This dialog allows you to tell GCA what *your* preferred folders are for the various types of documents that GCA may go looking for in your Documents folder.



You are welcome to use the defaults that GCA creates for you in Documents, but if you don't like those, create your own and tell GCA to use them here.

GROUPS

This dialog allows you to review the Groups that your character currently recognizes.

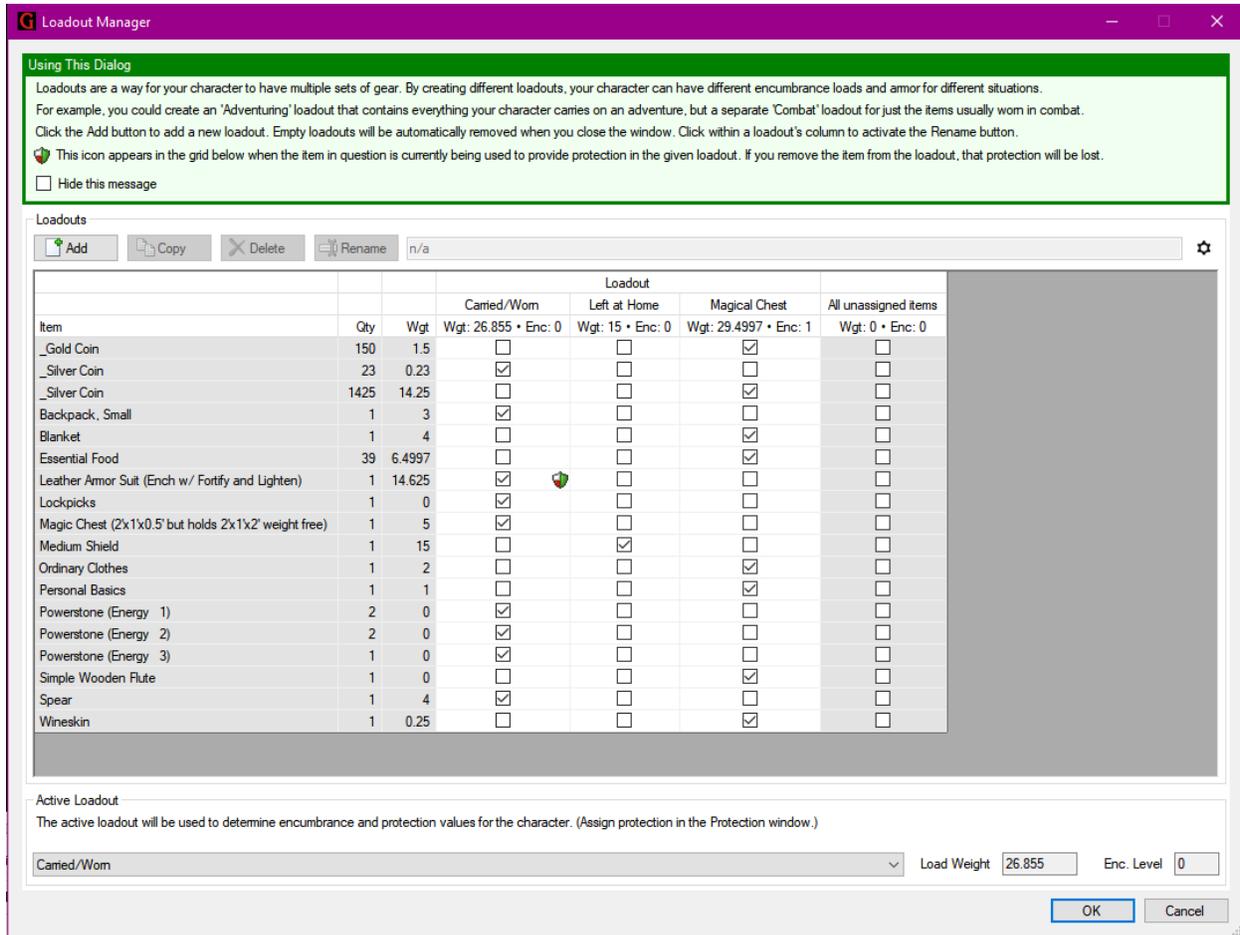


Groups are initially set by the library being used when the character was created. If you change libraries, you can Resynchronize the groups to update the character with the groups from the new library.

Some traits may also opt themselves into a group using the **group()** tag. Those attributes will not be displayed here, because this list is only based on the internal group lists learned from the library. A trait that opts itself into a group is still found by GCA when it looks for elements of a group, but it does that on the fly, in addition to referencing this list.

LOADOUT MANAGER

This dialog allows you to create loadouts for your character, allowing you to quickly switch between different loadouts. Since loadouts are used to apply protection and determine encumbrance, you can quickly change what your character is wearing and how protected they are.



At the bottom of the window is the **ACTIVE LOADOUT PANE**. This shows you the total weight and encumbrance for the specified loadout, and the loadout you select there is the one that GCA is using to determine encumbrance for the character.

The rest of the window is devoted to the **LOADOUTS PANE**.

LOADOUTS PANE

The grid lists every item that is *not a child of another item*. Child items are not included because they're considered to be contained within the parent. Bear this in mind if you have a bunch of parent-child relationships.

Above the grid is a row of buttons, and a display field. The display field shows the name of the currently selected loadout (which will also be showing a gold-shaded cell in the grid). You must have a loadout selected to use some of the buttons.

Add: Click this button to create a new, empty loadout. You'll get a popup for the name, and then it will appear on the grid immediately, ready to be assigned items. **Note:** Any loadouts that you create, but which contain no items when the window is closed, will be removed.

Copy: Click this button to copy the currently selected loadout to a new loadout. You'll get a popup for the name, and then the new loadout will appear on the grid, with the same items included as the copied loadout.

Delete: Click this button to delete the currently selected loadout. You'll be asked to confirm, and if you do, the loadout will be deleted.

Rename: Click this button to change the name of the currently selected loadout. You'll get a popup for the new name, and the change will be applied if no other loadout with that name already exists.



LOADOUTS AND UNASSIGNED ITEMS

By default, GCA treats every loadout as self-contained. This means that any items not specifically assigned to a loadout are not a part of it.

All remaining items, those unassigned to any loadout, are considered to belong to a virtual loadout called **All unassigned items** that you can use if you want. (And many people never create any other loadout, which is why it works this way.) This virtual loadout loses some benefits but works well for most people.

With the default behavior, you will need to assign every item to every loadout you might want it in. That works well, and makes explicitly clear what items belong where, and when. But it does require some attention.

You can change this default behavior in [Default Character Options](#) and/or [Current Character Options](#), so that unassigned items are considered to belong to *every* loadout. This allows you to create smaller, more specialized loadouts that only change certain specific things, but allows everything else to remain included in the loadout. This may work better for you, but I have found that it ends up being a bit confusing at times.

MANAGE YOUR LIBRARY

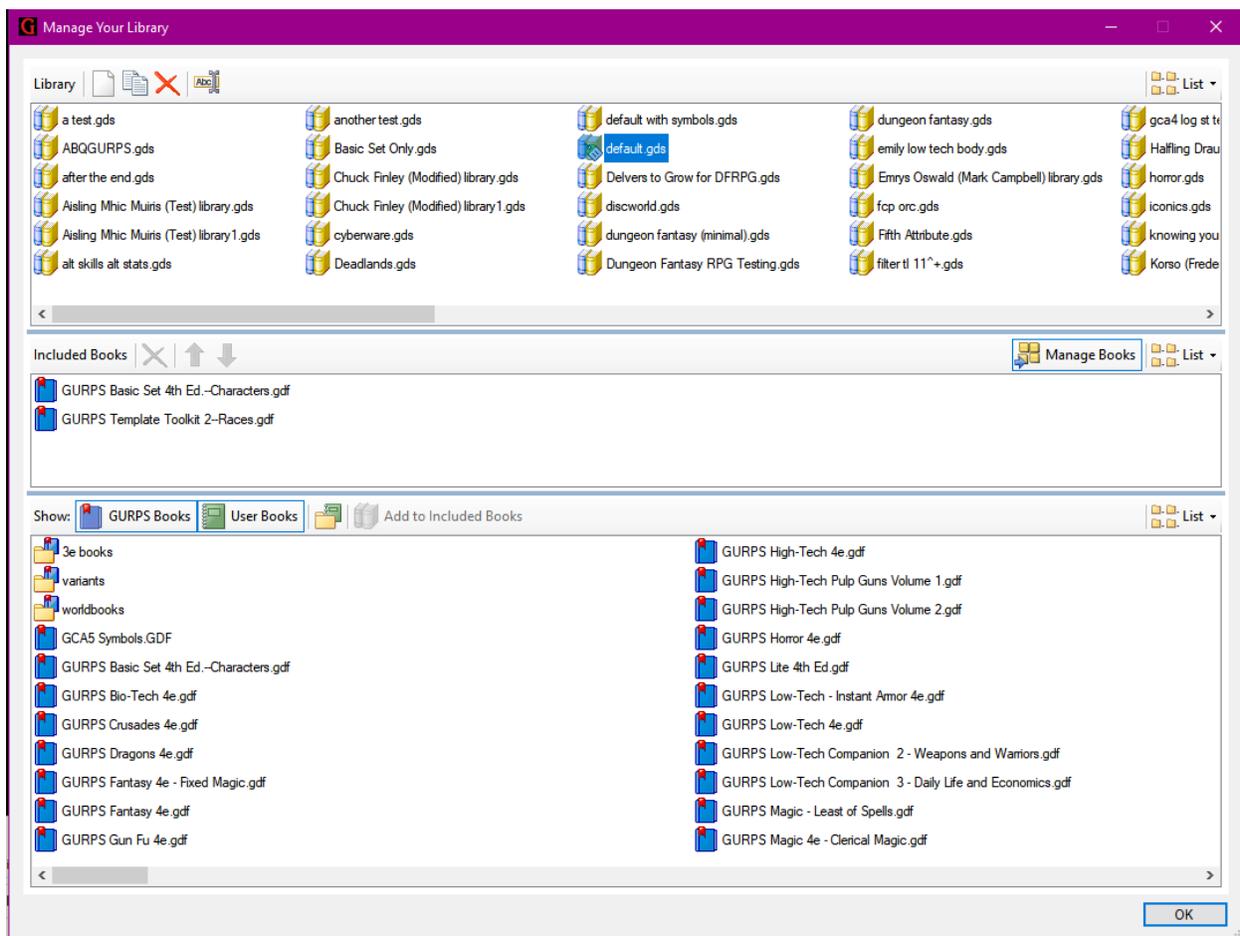
This dialog allows you to create character libraries for use with your characters.

Your library is the full set of books available to you (the bottom pane), but each of **your character's** libraries will be a subset of the total (the middle pane).

Note that there is no **Cancel** button on this dialog, so all changes are final!

You select a library in the **LIBRARY PANE** on top. The books it contains are shown in the **INCLUDED BOOKS PANE** in the middle.

You add books to the **INCLUDED BOOKS** by selecting them in the bottom pane and clicking the **Add to included books** button, or by double clicking them.



LIBRARY PANE

The **LIBRARY PANE** shows the full list of libraries that you have created, and which are available for use with characters. When you first start using GCA, the only library you'll have listed here will be the **default.gds** file.

When you select a library here, the books that it includes will be listed in the **INCLUDED BOOKS PANE**.

You can add books to the library by selecting them in the bottom pane and clicking the **Add to included books** button, or by double clicking them.

TOOLBAR

You'll be able to create, duplicate, rename, and delete libraries here.

New



Click this button to start a new library. You'll get a popup entry dialog to enter the name, but you can change it later if you like.

Duplicate Library



Click this button to duplicate the currently selected library. It will appear selected in the library list with the same name but with a number appended to it. It will contain all the same files as the original.

Delete Library



Click this button to delete the currently selected library.

Change Library Name



Click this button to change the name of the selected library, then type in the new name.

Change Display View



Click this button to change the display view used for the list of libraries. The display views available are those typical in Windows: Large Icons, Small Icons, List, and Tiles. The sample image above is List view.

INCLUDED BOOKS PANE

The **INCLUDED BOOKS PANE** shows the books that are included in the currently selected library.

You can add books to the library by selecting them in the bottom pane and clicking the **Add to included books** button, or by double clicking them.

TOOLBAR

You'll be able to delete books from the library or change the order the books are listed (and processed) as well.

Delete Books



Click this button to remove the currently selected books from the library.

Shift Books Up



Click this button to move the currently selected books upward in the listing.

Shift Books Down



Click this button to move the currently selected books downward in the listing.

Manage Books



This is a toggle button that displays or hides the **ALL BOOKS PANE** along the bottom of the window.

Change Display View



Click this button to change the view used for the list of included books. The display views available are those typical in Windows: Large Icons, Small Icons, List, and Tiles. The sample image above is List view.

ALL BOOKS PANE

The **ALL BOOKS PANE** along the bottom of the window shows all the books that are in your library, both the official books that come with GCA, and those that you've created yourself. If you don't see this pane, click the **Manage Books** button in the **INCLUDED BOOKS** toolbar to show it.

TOOLBAR

You'll be able to change the collection of books you're seeing, and if you store your personal books in different places, change the folder for those to select from different places.

GURPS Books



This is a toggle button that displays or hides the books that are included with GCA and found in GCA's system library.

When on, these books will appear first in the list, and all the related books will have blue icons.

User Books



This is a toggle button that displays or hides the books that are not included with GCA, but which you have added or created yourself. These books are usually found in your Documents folder, within the GCA5 folder, in the Books subfolder.

When on, these books will appear in the list after the GURPS books (if those are being displayed) and all the related books will have green icons.

Change User Books Folder...



Clicking this button will bring up the standard **Windows** **BROWSE FOR FOLDER** dialog to allow you to select a different folder for the User Books being displayed in the **ALL BOOKS PANE** book list.

Add to Included Books



Clicking this button will add the currently selected books to the list of **INCLUDED BOOKS** for the currently selected library.

Change Display View



Click this button to change the display view used for the list of books. The display views available are those typical in Windows: Large Icons, Small Icons, List, and Tiles. The sample image above is List view.

WHY ORDER MATTERS WHEN LOADING BOOKS

Order is important when processing the books used by GCA. In most cases, books released later should have the most current and correct versions of traits that may be duplicated between them, so those being loaded later in the processing order will allow the newer data to replace the older data.

When you're looking at world books, many will redefine traits to fit the world being described, so you would also want those to be loaded after the more general books that are not world specific.

In addition, many newer books may just add or alter a few bits of an existing trait, and often that data in the book will be represented by a command that says *add this data to that existing item*, and for that, the existing item needs to have been already loaded.

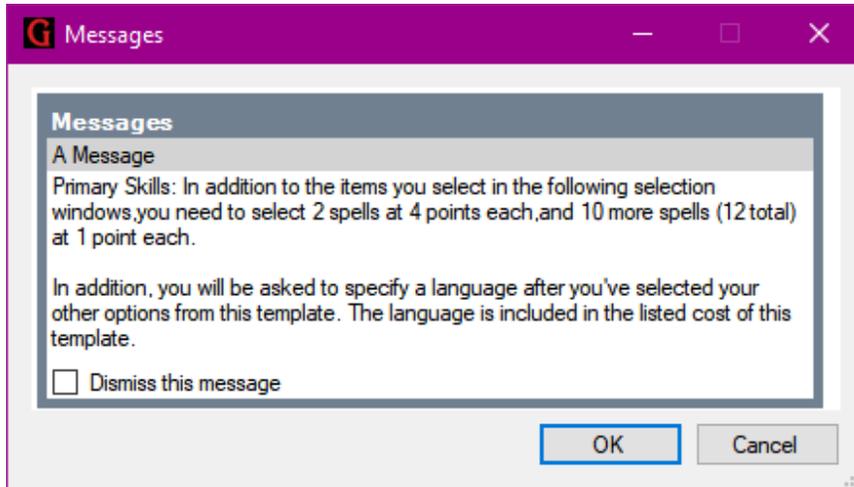
WHY YOU SHOULD ONLY LOAD THE BOOKS YOU NEED

Many books contain changes or updates that make them incompatible with other books; this is especially true when one or more of the books you're loading are world books or variants.

In addition, the more books you load, the more traits that you may find in the program that have nothing to do with what your campaign is about. It may be appealing at first to load every possible thing you may ever want to reference, but that greatly increases the odds that you'll be loading traits that don't work properly together.

MESSAGES

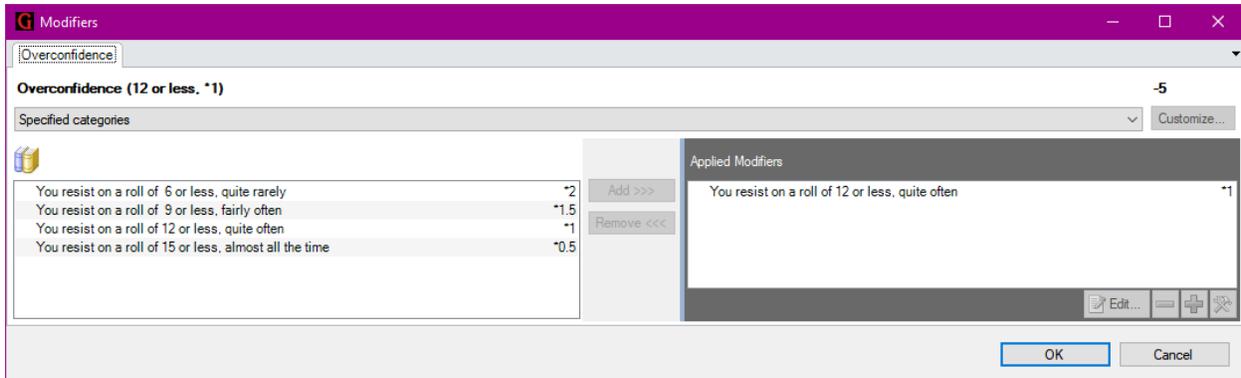
This dialog will show you all the messages that various traits have displayed during this session. These messages might be things like a template telling you to spend extra points on Spells, or a modifier telling you that some other modifier is also required when you take it.



Each character saves these messages that are generated for it, but only for the current GCA session. The messages are not saved with the character and will not be available for review once the character is closed.

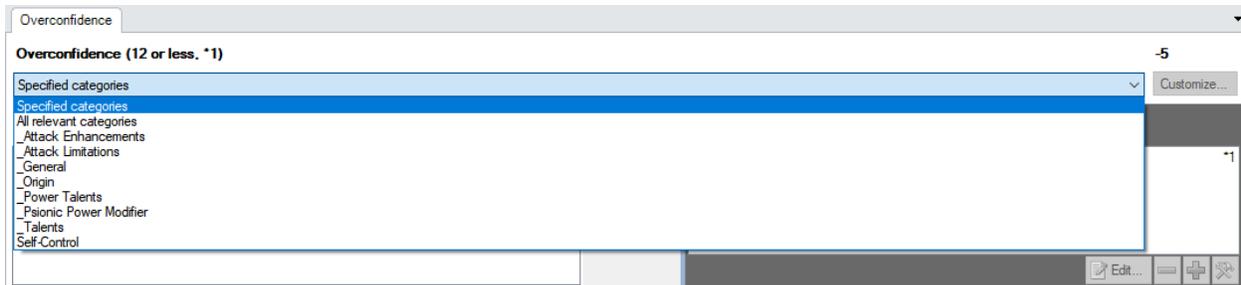
MODIFIERS

This dialog allows you to add, edit, find, and review modifiers that are currently applied, or that may be applied, to the current trait.



Modifiers are enhancements, limitations, and other helpful trait-modifying features that can be applied through the Modifiers system in GCA. This ranges a wide gamut, from things like self-control rolls to changes in how damage for a trait works. A great many things can be done for you automatically using modifiers.

When you first open the **MODIFIERS** dialog, the **Categories** drop-down list will show **Specified categories**: this is the combined list of all modifier groups specific to this trait, but it does not include all the modifiers that might otherwise be applicable to the trait.



Be sure to click the **Categories** drop-down list to see the other categories of modifiers that might also be applicable, and which may include general types of modifiers that aren't specific to any one trait. Categories listed here that begin with the **_** character are generally applicable modifiers and are available to most traits of the same type, but they may not actually be valid for use with any particular trait. You'll still need to understand the rules for the modifiers to be sure you're applying them correctly.

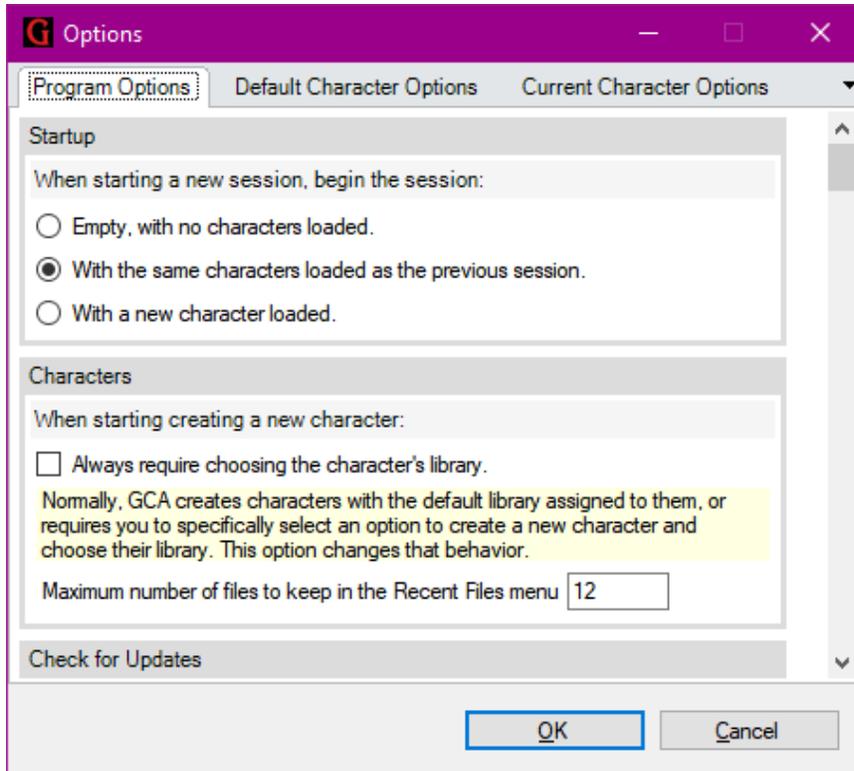
You should also use some care when applying modifiers. For historical reasons, many modifiers that should be leveled, such as the Self-control modifiers shown in the example, are provided as multiple individual modifiers instead. Be sure that you don't include multiple levels of these modifiers at once, since only one is intended to be applied at a time.

NOTES/DESCRIPTION

See [Description/Notes](#).

OPTIONS

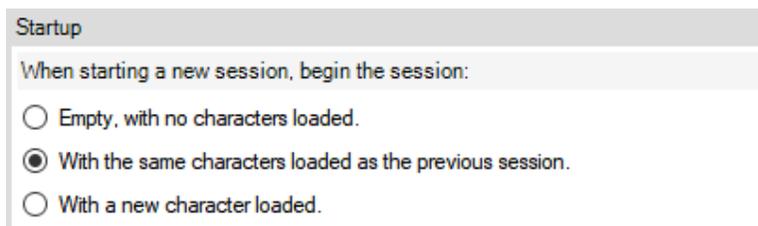
This dialog allows you to set your preferences for how your GCA operates, as well as various preferences related to characters.



PROGRAM OPTIONS

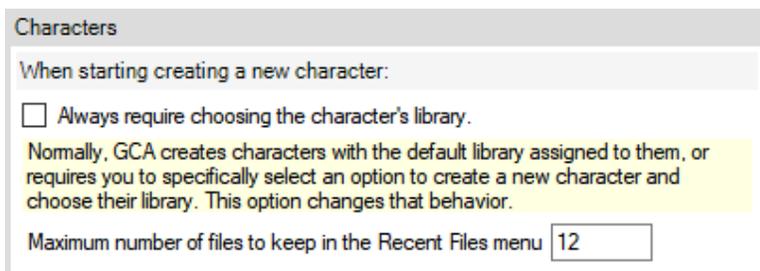
This tab includes panes related to the operation of GCA in general.

STARTUP



This pane allows you to specify how you'd like new sessions of GCA to begin.

CHARACTERS



Characters

When starting creating a new character:

Always require choosing the character's library.

Normally, GCA creates characters with the default library assigned to them, or requires you to specifically select an option to create a new character and choose their library. This option changes that behavior.

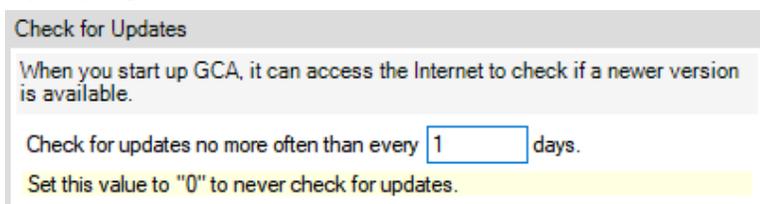
Maximum number of files to keep in the Recent Files menu

This pane allows you to specify how you'd like GCA to assign a character's library when you decide to create a new character.

If you check the box, GCA will always ask you to pick a library for the character. This is convenient if you typically use a lot of different libraries, so you're less likely to start working with the wrong one.

If you leave the box unchecked, GCA will simply assign the default library to the new character.

CHECK FOR UPDATES



Check for Updates

When you start up GCA, it can access the Internet to check if a newer version is available.

Check for updates no more often than every days.

Set this value to "0" to never check for updates.

This pane allows you to specify how often you'd like GCA to check for updates when it starts a new session. GCA only does this automatically on startup once, and then not again for at least the number of days you specify.

If you specify 0, GCA will not check for updates automatically at all; you'll have to manually check using the [Check for Updates](#) option on the [Help](#) menu.

EXPLAINERS

Explainers

Explainers are the panels that explain what a window, or part of a window, does. They can be hidden when you no longer need them. Check to hide them, uncheck to make them visible.

- Hide the Library panel explainer.
- Hide the Library panel Adding Traits button explainer.
- Hide the Advanced Edit Traits dialog explainer.
- Hide the Loadout Manager dialog explainer.
- Hide the Transform Manager dialog explainer.
- Hide the Combination Editor dialog explainer.
- Hide the Armor Layers Manager dialog explainer.
- Hide the Select dialog explainer.
- Hide the Random Character dialog explainer.
- Hide the Party Log Entry dialog explainer.
- Hide the Build Campaign Book window explainer.
- Hide the Select Export Sheet dialog explainer.
- Hide the Party Console dialog explainer.
- Hide the Party Console Designer dialog explainer.
- Hide the Resynchronize dialog explainer.
- Hide the Edit Modes dialog explainer.
- Hide the Protection dialog Protection Image explainer.
- Hide the Protection dialog Hit Locations explainer.
- Hide the Protection dialog options explainer.

This pane allows you to turn on or off the various explainer boxes that appear throughout GCA. You can turn most explainers off when you see them, and they will then appear checked in this list. If you clear a checkbox, that explainer will reappear next to you open the dialog or pane where it is found.

Any explainers that are checked here are hidden and won't appear where they normally do.

WINDOWS & BOXES

Windows & Boxes

Options that affect how various windows are presented to you.

Minimum View Info font size:

The way fonts are handled in rich text boxes can sometimes make them appear small and hard to read. If you specify a minimum font size here, most text should remain at a readable size.

Allow display of non-relevant modifiers in Modifiers window.
 Not recommended unless you're an expert user.

Show Enhanced Move movement rates in Encumbrance & Move boxes.
These values will be displayed after the basic movement rate, and will be separated with a slash, like so: 4 / 8.

Allow auto-setting Tablet mode on startup
Tablet mode attempts to compensate for changes in display and operation when using a Windows in tablet or slate mode. You can manually set GCA into Tablet mode by selecting the Use Tablet Mode option on the Zoom sub-menu of the View menu on the main window.

Allow multiple rows of trait tabs in Classic View
If the main window width isn't enough to allow for all trait tabs to be displayed, normal behavior is to show those that don't fit in an overflow drop-down at the end of the tab area. Checking this will instead use multiple rows of tabs to continue showing all the trait tabs.

This pane allows for setting preferences related to how GCA shows you things in dialogs and info boxes. It includes explanatory text for every option, so we won't duplicate that here, but we'll explain more fully a few of the unusual options.

Allow display of non-relevant modifiers in Modifiers window: This checkbox tells the Modifiers dialog to include access to every known modifier, even those that have nothing to do with, and may be incompatible with, the trait currently being edited. This is an advanced option that you should use with care, because many modifiers are not priced correctly

when applied in unexpected ways. Some modifiers may also attempt to make changes to traits that will not work correctly if they're not of an expected type.

Allow auto-setting Tablet mode on startup: It can be very difficult to determine if Windows is running in tablet mode. Even if this is set, you may still have to set it manually from the **View** menu.

LISTS

Lists

Options that affect how trait lists are displayed.

Show symbols for traits in library lists.
Symbols are the little icons that display information about a trait, such as Physical or Exotic.

Show an LC column for library equipment lists
Legality Class can be useful in some campaigns in limiting what items can be purchased.

Allow multi-line/word-wrapped trait names in character trait lists.
 You may need to change tabs to force a full rebuild of a list to see the full change.

Hidden trait transparency:
 None
 Minor (Very minor effect)
 Moderate (Recommended)
 Heavy (May be hard to read)

Hidden traits can still be displayed. To remind you that they are normally hidden, the text is drawn in a 'grayed out' style. Set the level of transparency GCA should use.

Format displayed values:
 Format equipment weights
 Format equipment costs

GCA can format some displayed values to make them more uniform. This will often round off and/or truncate the values to fit the format. Formatting uses the .Net standard, so "#" for a numeral that doesn't have to appear if it's 0, "0" for numerals that must appear, a period as the decimal separator, and a comma if you want to show thousands. The default is "###,##0.00" which will always show two decimal places and a leading numeral, and will display large values using thousands separators.

Apply these formats to library lists also
If you apply the formats to library lists, those columns will require more display space.

Allow traits highlighted with a chosen color to remain displayed regardless of the category selected.

This pane allows for setting a lot of preferences related to how GCA shows you things in trait lists. It includes explanatory text for every option, so we won't duplicate that here, but we'll explain more fully a few of the unusual options.

Format equipment weights, Format equipment costs: These settings allow you to specify formatting for weights or dollar costs of equipment items. The exact syntax and effect of the formatting codes can be tricky, so it's best if you leave it as simple as possible.

- If you don't want thousands separators, remove the comma.
- If you want more decimal places displayed, add one or two more zeros after the period. (It won't do you much good to have more than four decimal places, since that's the maximum allowed in internal rounding.)

Allow traits highlighted with a chosen color to remain displayed regardless of the category selected: This a long prompt, so there's no additional explanation on the dialog, but basically it applies to

character lists in Classic View and Traits Dialogs when you're using the category drop-down list to change what traits are being displayed. In these areas, changing the category will change the displayed traits in both the Library and Character lists. By setting this option to some color, you can ensure that specifically highlighted character traits continue to be displayed, regardless of what category is currently selected. This can be very helpful when you want to add traits to a parent item, for example, that isn't of the same category of traits you're currently adding.

CHILD ITEMS

Child Items

These options apply specifically to child items in a parent-child relationship; they do not apply to listings of component items for templates or meta-traits.

No sorting. ▾

Sort by name.

Sort by points.

Sort by tag:

Group child items by type.

This pane allows you to force child items to be displayed in an arbitrary order.

TRAIT MODIFIERS

Trait Modifiers

Universal options for dealing with modifiers.

Group trait modifiers by type before name.
Turning this option on will group modifiers together with others of the same type (% , + , - , etc.) before ordering them alphabetically by name.

You should close any characters that are open when you change this setting, and then re-open them, for this option to be applied correctly.

This pane allows you to change how modifiers are ordered, and therefore how they're typically displayed.

DUPLICATES

Duplicates

GCA generally prefers that you don't have a bunch of duplicate traits. That also tends to be confusing for users. You can have GCA refuse duplicate traits automatically.

 Duplicate attributes are never allowed.

Refuse duplicate cultural familiarities.

Refuse duplicate languages.

Refuse duplicate features.

Refuse duplicate advantages.

Refuse duplicate perks.

Refuse duplicate disadvantages.

Refuse duplicate quirks.

Refuse duplicate skills.

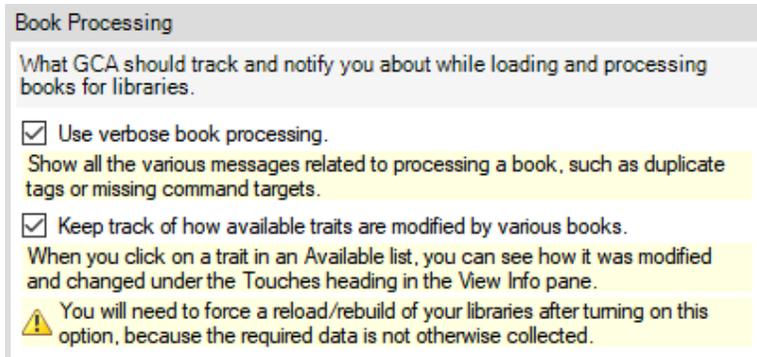
Refuse duplicate spells.

Refuse duplicate equipment.

Refuse duplicate templates.

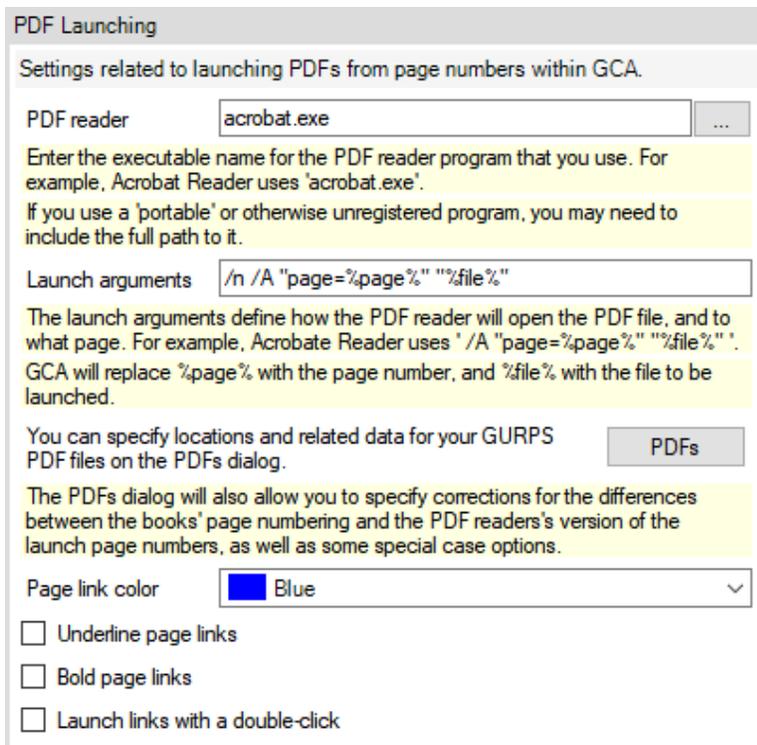
This pane allows you to specify that duplicate traits should be refused, which helps avoid issues of the same trait being added more than once without specifying *why* (through the name extension) there are duplicates.

BOOK PROCESSING



This pane is primarily of interest to users who write book files and like to know what's going on when they're loading that custom data.

PDF LAUNCHING

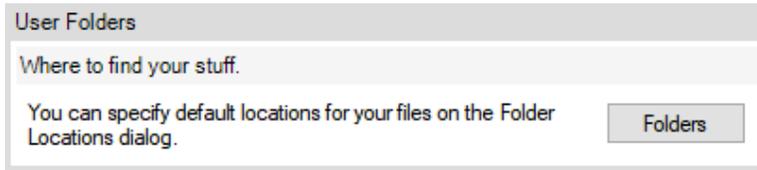


This pane allows you to specify a PDF reader and how it should be launched to access the PDFs that you have available for following page references.

Be aware that every PDF reader tends to have its own special commands for how to open PDFs to specific pages. We don't know all those different commands, so if you want to use a particular reader, you'll have to find your own launch arguments.

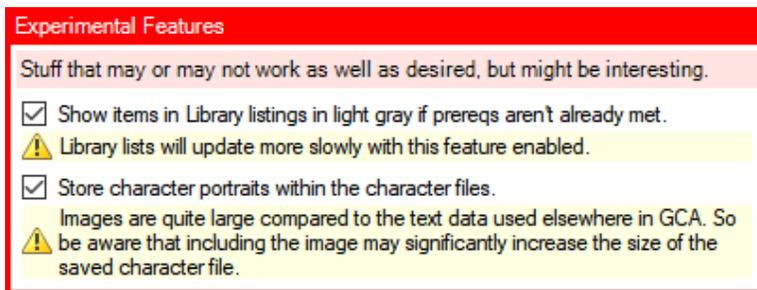
You can also specify how the links look and work when displayed in the Info Pane.

USER FOLDERS



If you don't want to keep your GCA user files in the default **Documents** folder, you can customize that by clicking the **Folders** button here and making your preferences known in the [Folder Locations](#) dialog.

EXPERIMENTAL FEATURES



This pane is for settings that may still have issues, or that we're not sure about.

Both options here are likely to remain available in the future but may move to another pane.

DEFAULT CHARACTER OPTIONS

This tab includes settings that specify options or behaviors for newly created characters. Changing these options will not affect existing characters, but many of the settings here have corresponding options on the **Current Character Options** tab.

VALUES



Entering the name here will ensure that every newly created character begins with the given player's name. You can change it later, of course, in several different places in the program.

CHARACTER SHEETS

Character Sheets

Default character sheets for new characters.

Primary Sheet: GURPS 4th Edition Official Character Sheet

Alternative Sheets:

- Color Block Sheet
- Color Block Sheet:My Profile
- GURPS 4th Edition Official Character Sheet
- NPC Record Card
- Spring Bandit Sheet
- Spring Bandit Sheet:Simplified
- Spring Bandit Sheet:There Is Much

The **Primary Sheet** is the one that will be used by default when you click the **Print** or **Print Preview** buttons on the **SYSTEM** toolbar.

The primary sheet and the alternative sheets that you check in the **ALTERNATIVE SHEETS** list will be available for quick access in the drop-down lists of the **Print** and **Print Preview** toolbar buttons.

Note that sheets are differentiated by profile, so if you create different profiles for the various sheets, they'll be selectable as different sheets, as shown in the example image.

EXPORT SHEETS

Export Sheets

Default export sheets for new characters.

Primary Sheet: Simple Text Export

Alternative Sheets:

- Export To Foundry VTT
- Simple Text Export

The **Primary Sheet** is the one that will be selected by default when you click the **Export** button on the **SYSTEM** toolbar.

The primary sheet and the alternative sheets that you check in the **ALTERNATIVE SHEETS** list will be available for quick access in the drop-down list of the **Export** toolbar button.

Note that sheets are differentiated by profile, so if you create different profiles for the various sheets, they'll be selectable as different sheets.

CAMPAIGN

Campaign

Default campaign settings for new characters.

Tech Level

Base Points

Disadvantage Limit

Quirk Limit

Has a Disadvantage limit

Has a Quirk limit

Quirks are included in the Disadvantage Limit, but many GMs also want to limit how many Quirks are taken by characters. This setting reflects that.

This pane allows you to set the default campaign settings that you expect to use for most characters. Be aware that some books may specify different values and those values should supersede these.

INTERACTIONS

Interactions

What you want to happen when you create a new character.

Open Campaign Settings when a new character is created.

Set character to use User Trait Ordering.

 User Trait Ordering means that you are responsible for ordering the items on the character the way you want to see them.

If you want to open Campaign Settings when you create a new character, check that box.

If you want to default new characters to using user trait ordering, check that box.

SYMBOLS AND OPTIONAL DISPLAY

Symbols and Optional Display

Symbols are the little icons that display information about a trait, such as Physical or Exotic.

Show symbols for traits in Character lists.

Flag overspent skills with an icon

Investing additional points into a skill (or spell) is a great way to reflect additional training or study, even if those points don't yet amount to enough to increase the level. However, it can be easy to overlook where you've done this when you come back to your character in the future. This option flags skills with more points invested than are necessary for their current level.

Show Break values for melee weapons.

The break value is an optional rule.

Show Malf values for ranged weapons.

The Malf value is an optional rule.

Show LC values for ranged weapons.

LC is typically not needed for reference in play.

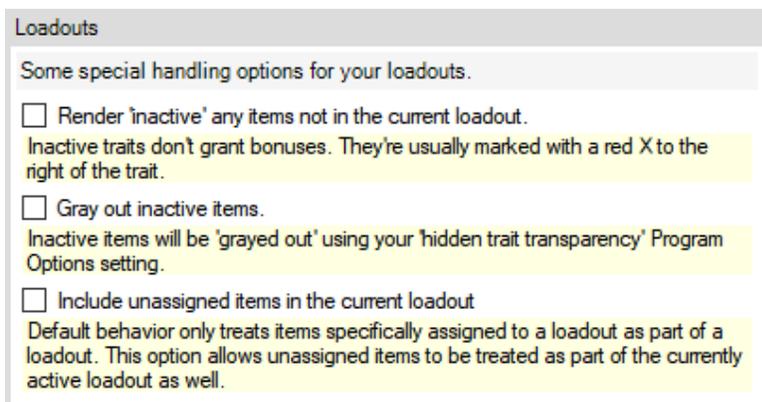
This pane is for a couple visual cues that GCA can display, and some additional data that might be of interest at times.

Show symbols for traits in Character lists: This option, when checked, will have GCA display any symbol images that the traits have. Symbol images are those little icons used to mark some traits as mental, physical, social, exotic, and/or supernatural (Basic Set: Characters, p. 32).

GCA allows for an expanded selection of icons if you desire, and Eric Smith has made a large collection of them available to everyone. If you want to try them out, you can Check for Updates and then click on the Optional Packages tab. You'll find them there as the **Eric's Symbol Images** package. Once that's installed, you'll want to include **GCA5 Symbols.GDF** in your character libraries to include the image criteria. Please note that there are a lot of images and criteria, so there will be a hit to initial loading times for such libraries.

Flag overspent skills with an icon: This setting tells GCA that you want to be alerted when more points are spent in a skill than are necessary for the current skill level. GCA will alert you to this with a little green flag image in the character skill list display.

LOADOUTS



GCA's default handling of loadouts may not be quite the way you want it, and these settings are meant to allow for a bit more robustness.

Render 'inactive' any items not in the current loadout: Check this option to improve the robustness of GCA's handling of what items are active at any time. If you have magic items or other items that grant bonuses, but aren't actively being used, then a proper set of loadouts with this option checked will help keep only the bonuses that should be applied *right now* actually applied.

Gray out inactive items: Checking this option will help to visually reinforce that some items aren't currently active.

Include unassigned items in the current loadout: If you want loadouts to include items that you haven't assigned to any loadout, check this box. Normally, only the items specifically assigned to the current loadout are included, so unassigned items would not be.

RULES

Rules

Default rules settings for new characters.

 Warning: These options change how some fundamental GURPS rules work. Do not change these optional rules unless you are sure your various GMs are using them.

Rule of (see p. B173, Rule of 20)
Maximum attribute value used for skill defaults. Set to 0 to ignore.

Global rule of
Applies the 'Rule of' option to all standard defaults, not just defaults from attributes. Does not affect techniques.

Use Optional Rule: Modifying Dice + Adds (see p. B269)
Larger damage +Adds values are converted to more dice.

Use Optional Rule: Multiplicative Modifiers (see Powers p. 102)
Percentage modifiers are applied in a multiplicative fashion rather than an additive one. See GURPS Powers for details.

Allow optional specialties for non-IQ based skills.
Normally, optional specialties are allowed only for skills based on IQ.

Allow Deflect bonuses to stack.
Normally, when multiple Deflect enchantments apply bonuses to the same area, only the best one applies. See 'Limits on Effect' on p. B237. This option allows you to ignore that rule.

Allow Fortify bonuses to stack.
Normally, when multiple Fortify enchantments apply bonuses to the same area, only the best one applies. See 'Limits on Effect' on p. B237. This option allows you to ignore that rule.

No default level discount
Turning this on effectively turns OFF the ability to improve skills from the default level, and requires every point spent to buy levels normally, ignoring any discount defaulting might have provided.

These settings have explanatory text, so we won't go into them here as well.

CURRENT CHARACTER OPTIONS

This tab includes settings that can be changed for each loaded character.

Many of the settings here can also be found on the [Default Character Options](#) tab but changing those won't affect the settings here unless you use the [Copy from Default](#) button, in which case all those defaults will be copied into their corresponding settings here.

In the top pane, there is a drop-down list of all currently loaded characters. You can change which character you're working with to get their settings in the panes below.

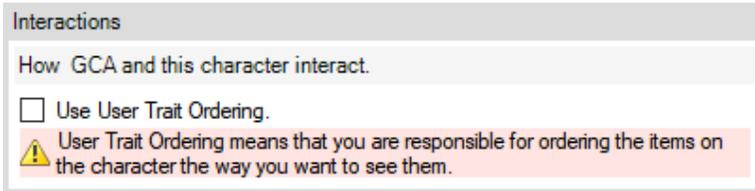
CHARACTER SHEETS

This works the same as the [Character Sheets](#) pane in [Default Character Options](#), but only affects the currently selected character.

EXPORT SHEETS

This works the same as the [Export Sheets](#) pane in [Default Character Options](#), but only affects the currently selected character.

INTERACTIONS



This allows you to turn on or off user trait ordering for the currently selected character.

SYMBOLS AND OPTIONAL DISPLAY

This works the same as the [Symbols and Optional Display](#) pane in [Default Character Options](#), but only affects the currently selected character.

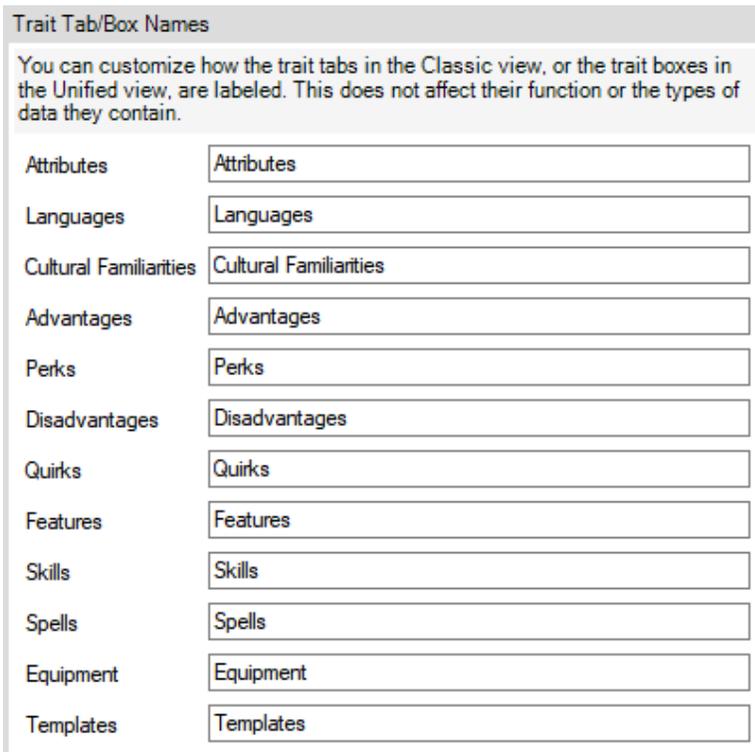
LOADOUTS

This works the same as the [Loadouts](#) pane in [Default Character Options](#), but only affects the currently selected character.

RULES

This works the same as the [Rules](#) pane in [Default Character Options](#), but only affects the currently selected character.

TRAIT TAB/BOX NAMES



This pane allows you to set the names displayed for the trait tabs in Classic View or the trait list headings in Unified View, as displayed when the currently selected character is displayed.

(This should probably be marked as an experimental feature, as it isn't fully supported in many places.)

TRAIT LIST GROUPING

Trait List Grouping

Traits can be grouped in certain listings to break them out of the general listing, or to break the entire listing into clusters of traits. Specify how you'd like that to work, if at all.

⚠ Using the Grouping options requires extra processing, and may have a significant impact on how quickly the lists can refresh.

Attributes

Attributes Grouping

When listing these traits, the traits should be grouped in what way?

Do not group

Group by category

Group by specified tag

This pane allows you to specify that you'd like your traits to be grouped in some fashion automatically. Normally, you get just an alphabetical listing. You could create parent items and cluster traits with the parents you want them grouped under, but in many cases having grouping turned on for that trait type will allow for similar functionality that is handled automatically by GCA and without the need for parent traits.

Select the trait type you want to group in the drop-down list, and then select how you'd like to group it in the **GROUPING** pane. Depending on the option you select, more options will appear below.

Skills Grouping

When listing these traits, the traits should be grouped in what way?

Do not group

Group by category

Group by specified tag

Group only traits matching the values listed here:

If you want to group by category, select the **Group by category** option and you'll see another checkbox and an edit field appear. In this default configuration, all the traits will be broken out to be displayed in every category in which they appear. If you only want a few categories broken out, and all other items displayed together in an ungrouped list, check the **Group only traits matching the values listed here** box and enter the values you want matched in the entry field.

Spells Grouping

When listing these traits, the traits should be grouped in what way?

Do not group

Group by category

Group by specified tag

Specify the desired tag here:

Include the tag in the group headers
When checked, grouping by tag will have group headers in the format of 'tag = value' instead of just 'value'.

Group only traits matching the values listed here:

If you want to get more specific, you can choose almost any tag you want (calculated tags are strongly discouraged, because they can move around while you work). Check the **Group by specified tag** option and then fill in the options that appear below.

Enter the tag you want in the **Specify the desired tag here** field, or drop-down the list and pick one. If you pick a tag that GCA knows is calculated, you'll get a warning message about that. Keep in mind that there are a lot of different tags, and most of them won't provide grouping that's likely to be meaningful.

The remaining options allow you to adjust the displayed group headings, or to further limit the tag values you want to group.

PARTY LOG ENTRY

This dialog allows you to create a new log entry and post it to all loaded characters at once.

As with regular log entries, fill in the various fields. **Caption** is the title of the entry, **Date** is the real-world date, **Campaign Date** is whatever date or period the entry covers using in-world calendar, and **Points** is the number of character points the log entry grants.

Notes is the meat of the entry. RTF is supported if you paste it in from an RTF source, such as WordPad or Word.

You **must** click the **Post Entry** button to post the log entry to the campaign logs of all the loaded characters. GCA will not post entries unless you do that.

Clicking the **New Entry** button will start a new Party Log entry. Be sure that you click **Post Entry** **before** you click this, or your work on the current entry will be lost.

Close closes the window.

There is no way to undo the posting of any entries that you have posted to characters. If you make a mistake and click **Post Entry**, you will have to go into each character's campaign log individually to fix it.

Using This Dialog

Create a common Campaign Log entry for all loaded characters at one time.

Enter the log entry information in the various fields, and click Post Entry to add the entry to all characters. You can continue to edit and update the entry using Post Entry until you are happy with the result.

To start a new entry, use the New Entry button. Remember, it will not be posted until you click the Post Entry button.

Once you click New Entry, or close this window, posted entries are final, and can only be changed on individual character Campaign Log windows.

Hide this message

When you click the Post Entry button, the Log Entry you have created will be posted to the Campaign Log for every currently loaded character.

Log Entry

Caption
Party Log Entry

Date	Campaign Date	Points
12/23/2021		0

Notes

Entry not yet posted.

PDFS (OPTIONS)

This dialog allows you to tell GCA where your **GURPS** PDFs are, and what you've named them. This allows GCA to make the page references in the Info Pane into clickable links that will launch your PDFs for more info when you need it.

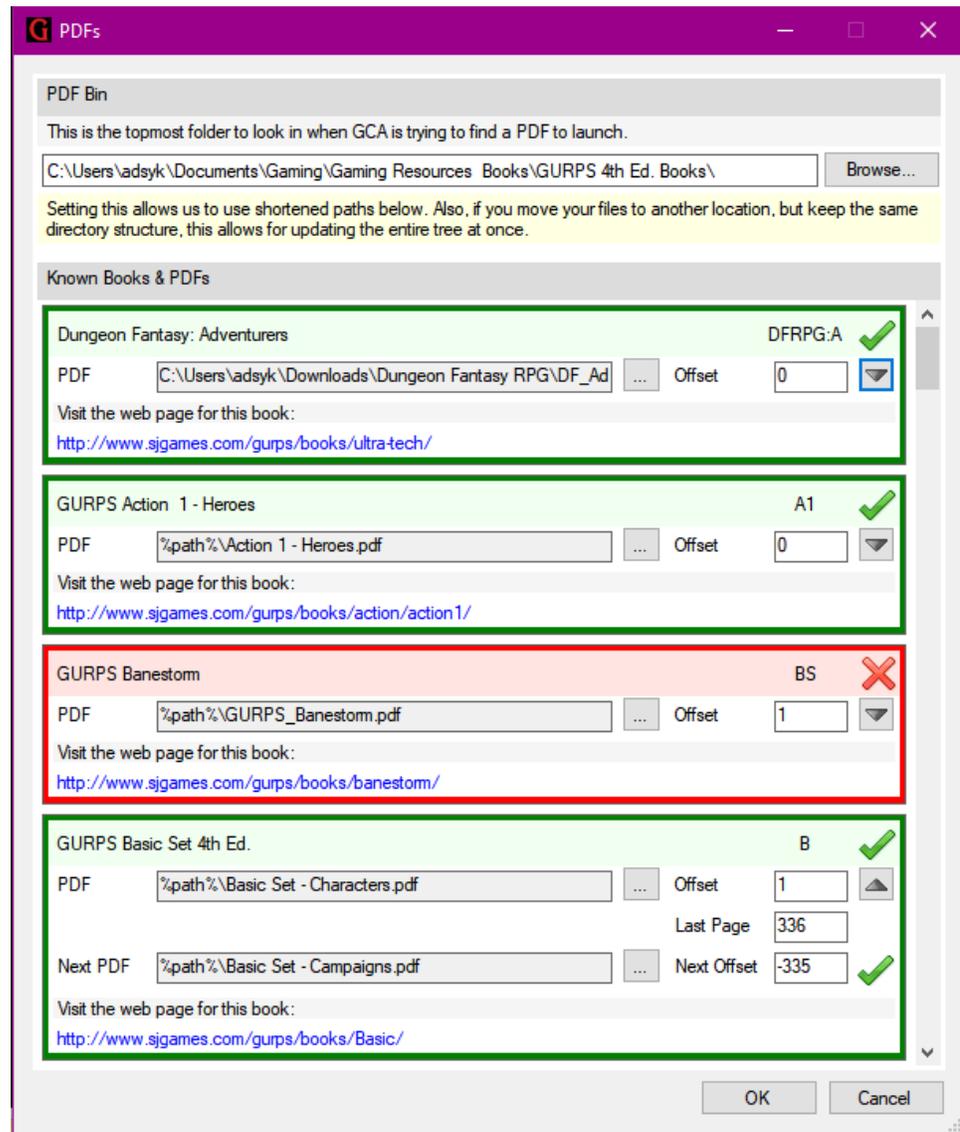
You can set your primary location for your **GURPS** PDFs in the **PDF BIN** pane at the top. This assumes that most of your files will be in that folder or a sub-folder of it and allows us to both simplify path displays in the **KNOWN BOOKS & PDFS** pane below, and to change references more easily if you later move your files.

In the **KNOWN BOOKS & PDFS** pane, you can set file names and locations individually for each PDF you own. Ones that you don't have, or that GCA can't find, will be in red, while others will be in green.

The listing is alphabetical by book name, and most books start with **GURPS**, so be aware that the ones that don't may feel out of place.

In the sample image, you can see that most of the book panels in green use the shortened pathnames. However, you can also see that my **Dungeon Fantasy: Adventurers** book at the top is currently still in my Downloads folder.

In each book panel, you can click the ... button to browse for the location of the PDF. If you click the blue URL link at the bottom of the panel, it will take you to that page on the Steve Jackson Games web site.

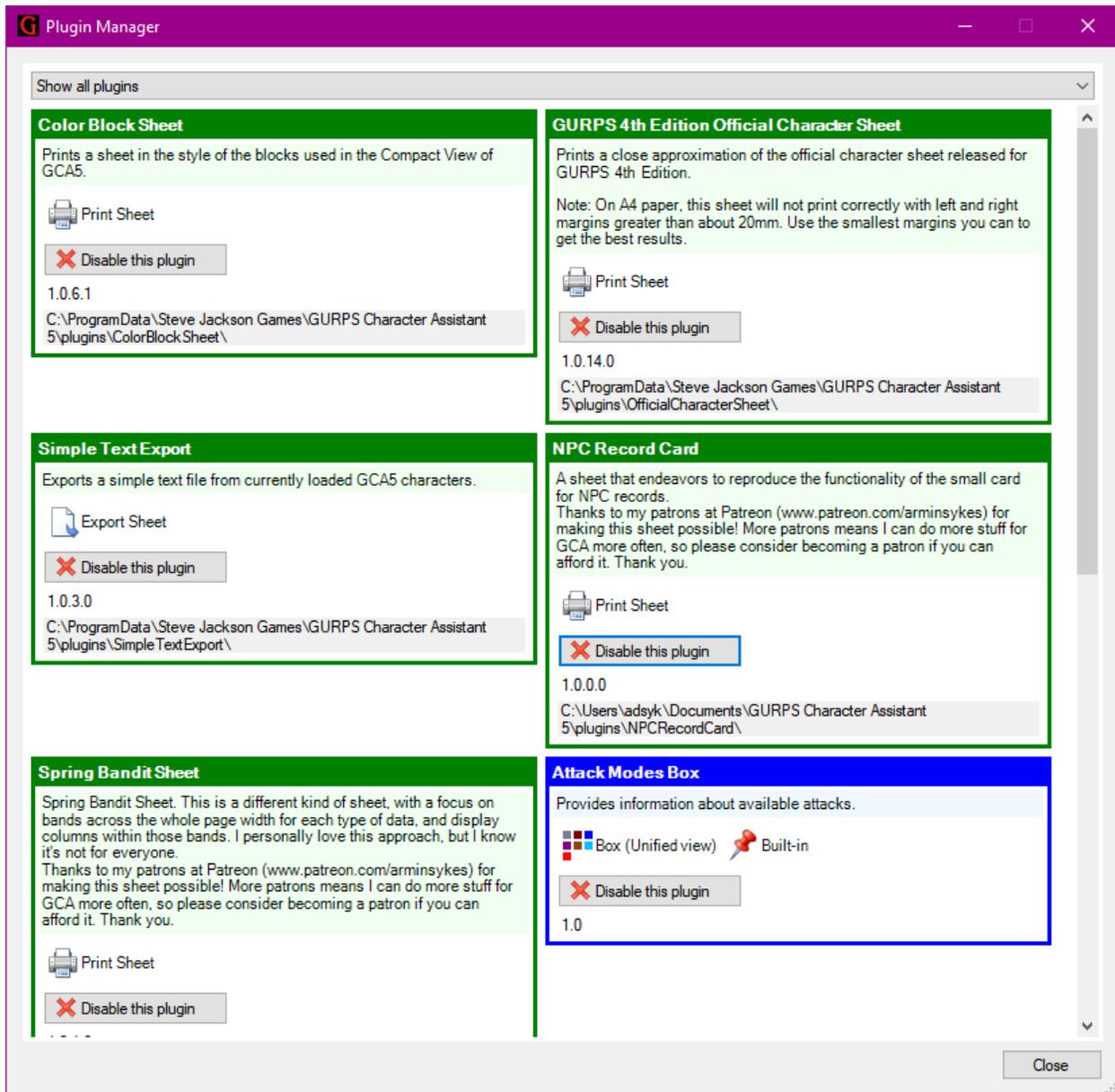


You can also enter the **Offset** for page numbers—the offset is the amount to add or subtract from the page reference to get the page to appear properly in the PDF reader when launched. Offsets are often needed when cover images or front matter causes the internal page numbers in the PDF reader to not match the book's page numbers.

If you have a special case where a book is split into two parts, such as with the GURPS Basic Set, you can click the **downarrow** button to display additional parts of the panel, allowing you to set the name, path, and offset information for the second book, as well as the last page number for the first book, so GCA knows when it should instead launch the second book for a given page reference.

PLUGIN MANAGER

This dialog allows you to see what plugins are available to you within GCA, and to deactivate those you don't want to use.



Sheet plugins, which is all character sheets, whether print sheets or export sheets, are the green boxes.

Control plugins, which are used in the **UNIFIED VIEW**, are blue boxes.

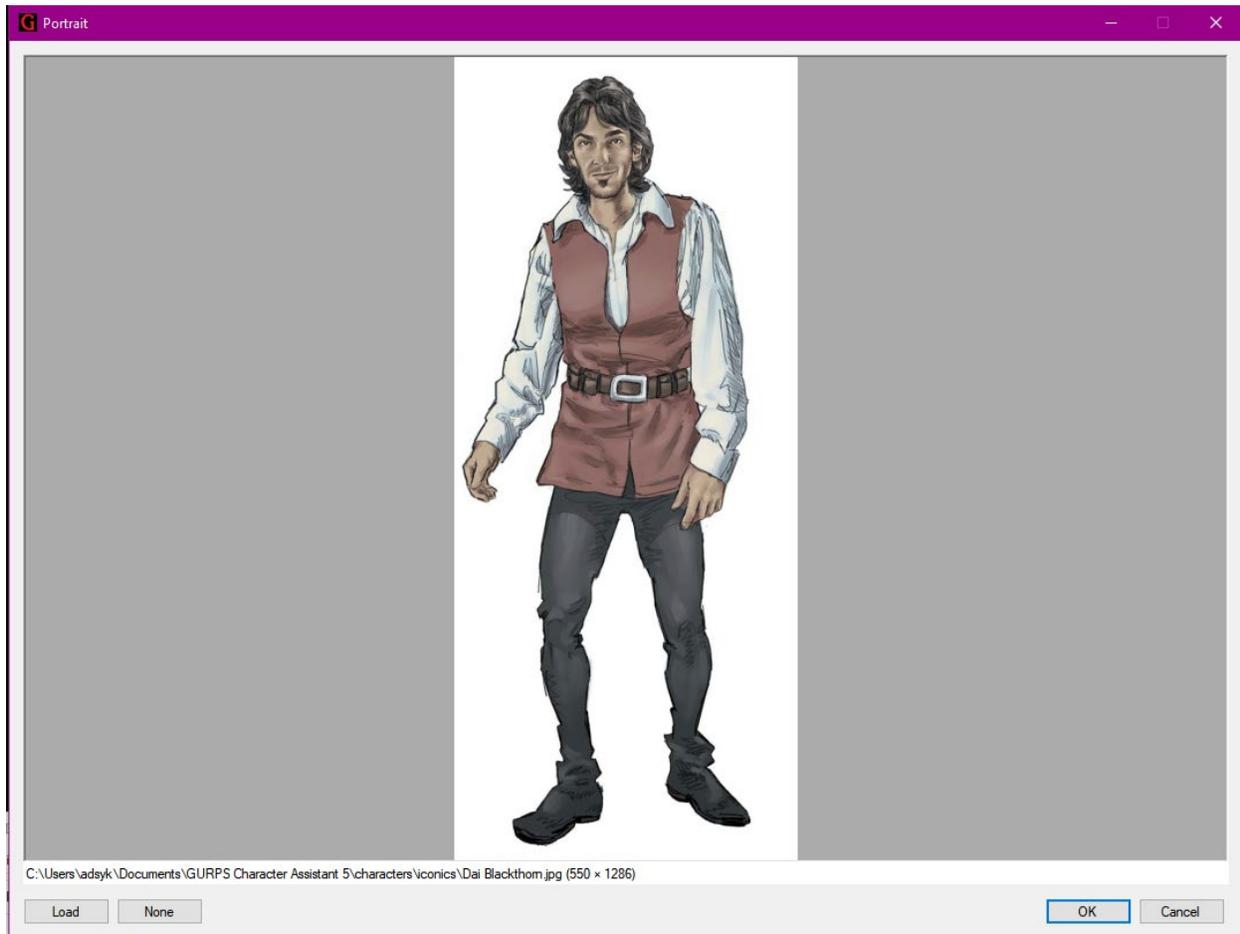
Plugins that are disabled are in gray boxes.

You can filter the displayed plugins using the drop-down list at the top of the window. Note that there are no "Other" plugins yet, so it is normal for that display to show nothing.

You can disable a plugin by clicking its **Disable this plugin** button. You can enable a plugin by clicking its **Enable this plugin** button.

PORTRAIT

This dialog allows you to select a portrait image to use for your character.



Portrait images can be in a variety of image formats, such as BMP, GIF, JPG, PNG, or TIF, but be aware that some images labeled as one of those types may still be a variant that the image library can't understand, so it may not be able to be loaded.

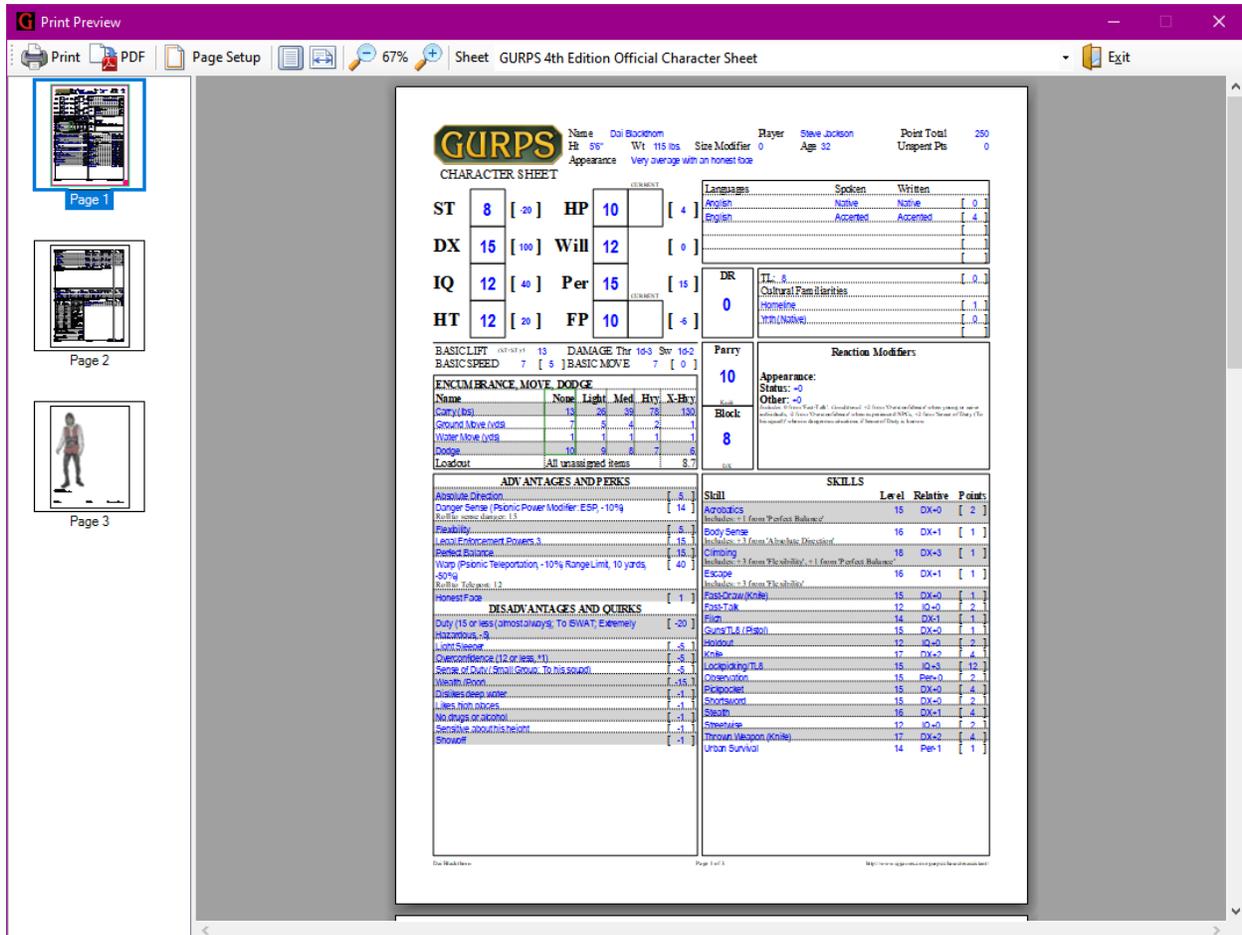
Load: Allows you to load an image using the standard **Windows FILE OPEN** dialog to browse your computer and select an image.

None: Allows you to clear the image, so that the character no longer has a portrait.

You can also load a portrait image by using drag-and-drop, dropping acceptable images onto the [Portrait](#) dialog window, or onto most parts of the [Main Window](#).

PRINT PREVIEW

This provides a preview of what your printed character sheet will look like. You can choose to try different sheets to view the effects and may export to PDF if you'd like.



The main preview area takes up most of the window. You can scroll through the pages or use the pane on the left to jump quick to specific pages.

Here are the toolbar buttons:

Print: Prints to a printer. It opens the standard **Windows PRINT** dialog first, so you can select a printer to print to.

PDF: Saves the print sheet directly to a PDF file. You'll get a **Windows SAVE** dialog to choose the name and location of the saved file.

Page Setup: Opens a **PAGE SETUP** dialog so you can set paper size and margins.

Note: Many printer drivers do not properly support many paper sizes. If you try selecting a size that doesn't seem to affect the paper size, this may be the problem. The only workaround is to try a different driver (or to pick a different paper size). There's nothing that can be done on GCA's end, since the print engine, **Windows**, and printer drivers are all black boxes for this purpose.

View Whole Page: This adjusts the zoom level to fit the entire page into the display area.

View Page Width: This adjusts the zoom level to fit the width of the page into the display area.

Zoom Out: Decreases to the next smaller zoom level.

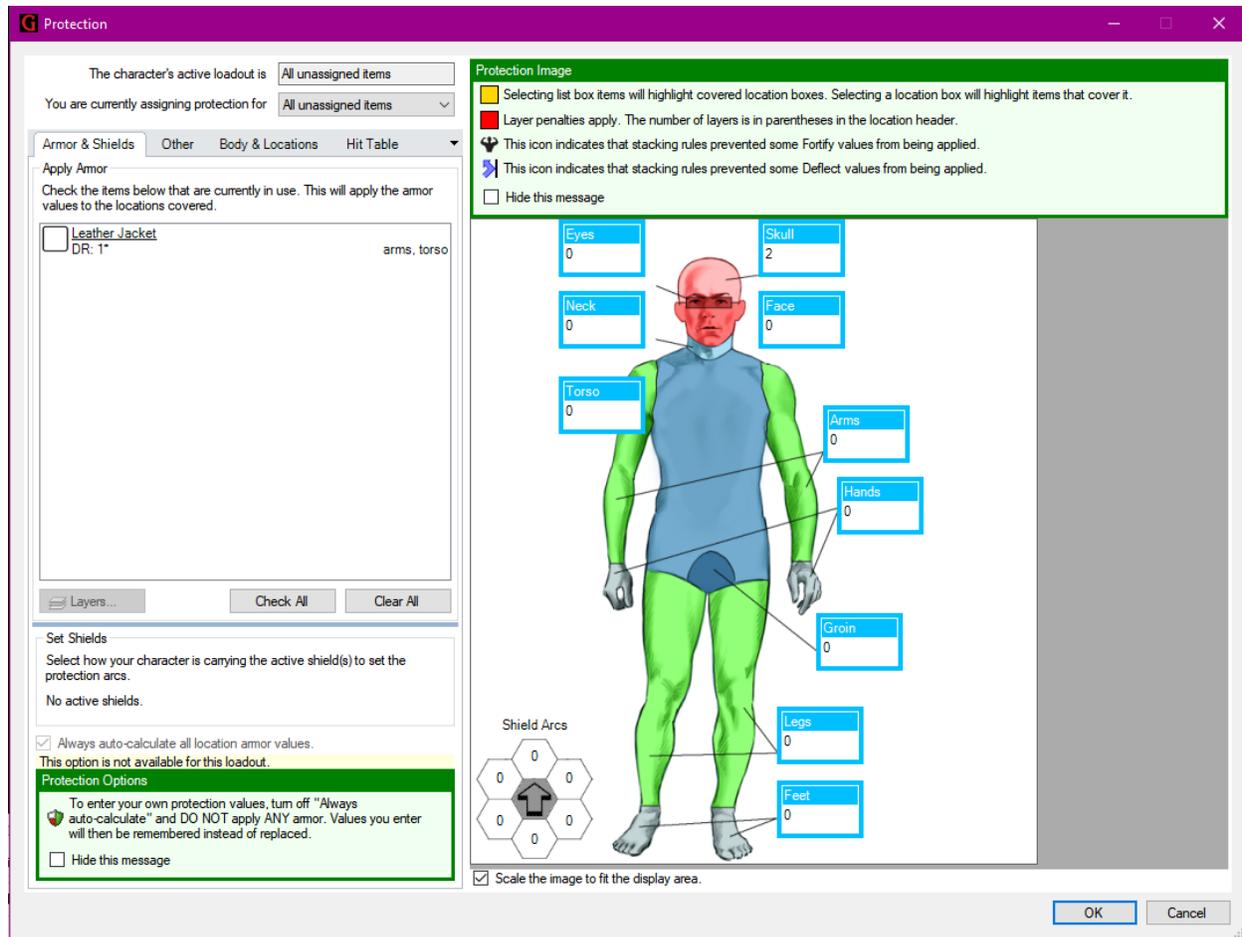
Zoom In: Increases to the next larger zoom level.

Sheet: You may change the sheet you're using to view the character. All active sheet profiles will be listed in the drop-down list.

Exit: Closes the window.

PROTECTION

This dialog allows you to choose which items in your loadout are actively providing protection to your character, select the traits to display on sheets for Parry and Block, select a body type and protection image, and select a hit location table.



Note that some features of this dialog are **not** available when you are assigning protection for the virtual **All unassigned items** loadout.

The left side of the window contains different tabs for different types of protection and body information.

Just above those tabs, there are two fields that tell you what the current loadout is, and which loadout you're currently working with. That second field is a drop-down list of all the loadouts you've created for the character in the [Loadout Manager](#).

PROTECTION IMAGE

The right side of the window is the **PROTECTION IMAGE PANE**, which shows you the protection values for the typical locations gathered from all the currently active items.

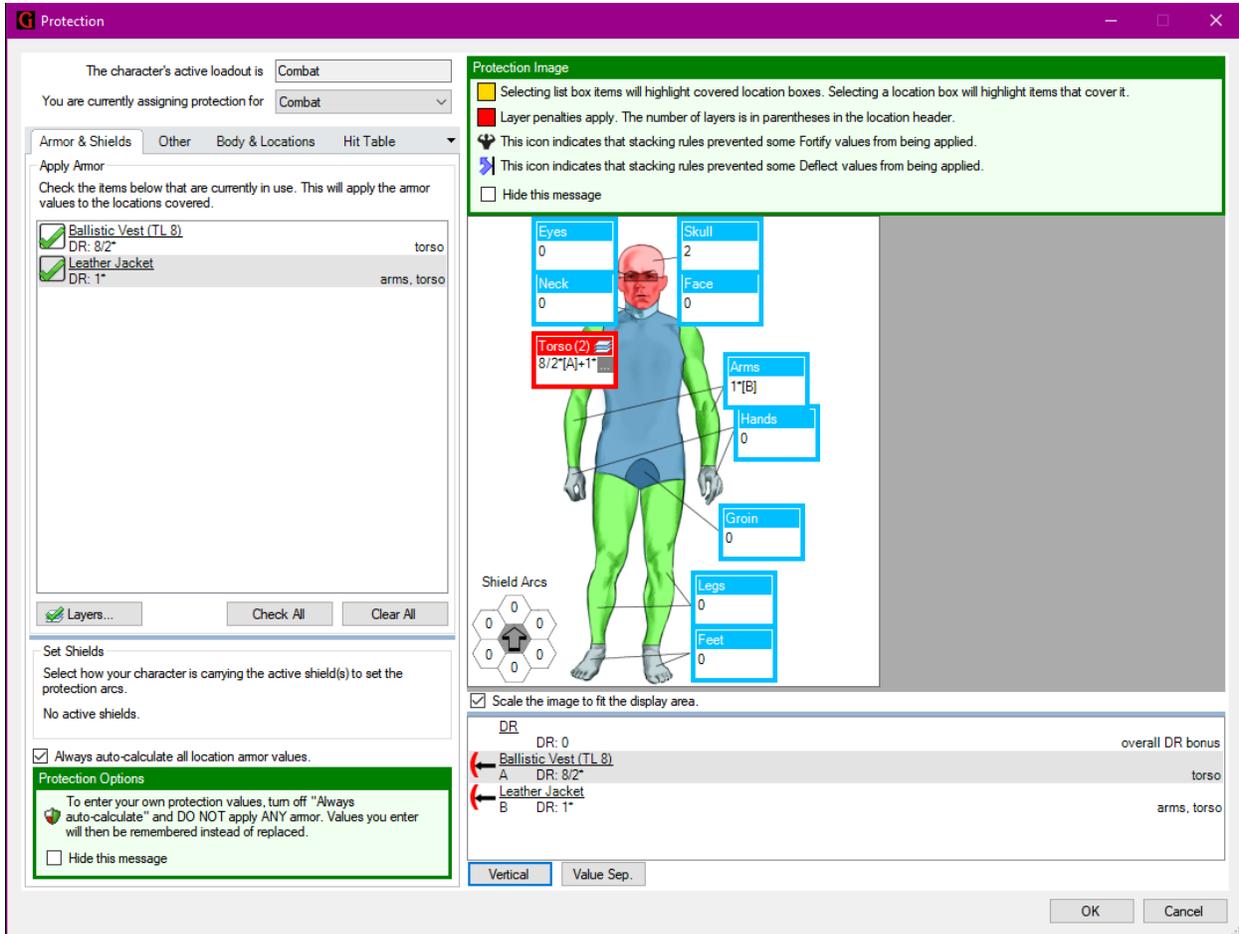
If you click on a location box, it will highlight the armor items in the armor list (or lists, if the **LAYERS PANE** is open) that are currently providing protection to that location.

You can drag the location boxes around to position them to your liking. If you use a different image, you'll have to do that to put them in logical places.

The inset image shows the DB values that apply in the different shield arcs from active shields.

USER MANAGED LAYERS

If you have turned on the box for managing layers yourself, the **PROTECTION** dialog will have an additional pane showing the layering order, and the locations will have changed how they display the values they contain, with each layer showing its own value along with a key letter linking it to the protection item in the **LAYERS PANE**.



In this sample image, the **LAYERS PANE** is placed under the **PROTECTION IMAGE**, but you can also have it to the right of it by clicking the **Vertical** button.

LAYERS PANE

The list here shows each item currently providing protection to the character, in the order you have assigned for layering. The flexibility icon along the left side displays whether the protection is considered flexible or rigid. The second row for each item is split between the key letter on the left, then the protection value, and finally the locations covered aligned to the right edge.

Items without the flexibility icon are not considered layers for purposes of DX penalty calculation.

Vertical: This button appears when the **PROTECTION IMAGE** and **LAYERS PANE** are in vertical mode (the latter below the former). If you click it, the **LAYERS PANE** will shift to the right side of the dialog, and button will be renamed **Horizontal**.

Horizontal: This button appears when the **PROTECTION IMAGE** and **LAYERS PANE** are in horizontal mode (the latter to the right of the former). If you click it, the **LAYERS PANE** will shift to appear underneath the protection image, and button will be renamed **Vertical**.

Value Sep: This button will be removed in the future.

ARMOR & SHIELDS TAB

Armor & Shields Other Body & Locations Hit Table

Apply Armor

Check the items below that are currently in use. This will apply the armor values to the locations covered.

<input checked="" type="checkbox"/>	Ballistic Vest (TL 8)	DR: 8/2*	torso
<input checked="" type="checkbox"/>	Leather Jacket	DR: 1*	arms, torso
<input checked="" type="checkbox"/>	Light Plastic Shield	DB: 1 DR: 5	

Layers... Check All Clear All

Set Shields

Select how your character is carrying the active shield(s) to set the protection arcs.

Light Plastic Shield None

Always auto-calculate all location armor values.

Protection Options

To enter your own protection values, turn off "Always auto-calculate" and DO NOT apply ANY armor. Values you enter will then be remembered instead of replaced.

Hide this message

The **APPLY ARMOR PANE** provides a list of all available armor items that can be checked to apply protection to the character. Clicking on an item in this list will highlight the locations that it covers on the **PROTECTION IMAGE**. Only checked items are used to provide protection.

Below the armor list are some buttons:

Layers: This button will open the [Armor Layers Manager](#) to allow you to specify the order that your armor is layered in, for those playing in detailed campaigns where that is important.

Check All: This will check all the armor items, applying protection from them all.

Clear All: This will uncheck all the armor items, removing all applied protection.

The **SET SHIELDS** pane allows you to set the protection arc covered by the shields you have selected in the **APPLY ARMOR** pane. You can select **None** for no protection, **Left Arm** or **Right Arm** for the arm

wielding the shield and therefore the arc of protection that offers, or **Back** for a shield carried on the back that only protects from the rear.

At the bottom of the tab pane is a checkbox that, in conjunction with not actually applying any armor in the loadout, will allow you to manually enter protection values in the various locations, rather than having GCA calculate them. If you don't uncheck this box, and don't uncheck all armor in the list, GCA will always auto-calculate armor as best it can, based on selected armor and protection traits.

OTHER TAB

Armor & Shields Other Body & Locations Hit Table

Damage Resistance & Defense Bonus

From Other Sources

DR Bonus DB Bonus not inc. shields

No additional sources.

Other DR Notes

Other DB Notes

Active Defenses

Select skills here. For specific equipment items, see the information for those items.

	Using	Bonus
Parry	<input type="text" value="Knife-17 [Parry-10]"/>	<input type="text" value="0"/>
Block	<input type="text" value="DX-5 [Block-8]"/>	<input type="text" value="0"/>

This tab includes the **FROM OTHER SOURCES PANE**, which tells you what your total overall DR and DB bonuses are (not including shields); and includes a list of all the traits providing the values that go into those totals.

Below the list, there are some fields where you can enter notes about DR or DB if you need it.

The **ACTIVE DEFENSES PANE** allows you to select the Parry and Block scores and traits that are printed on some character sheets.

BODY & LOCATIONS TAB

Location	Value
Vitals	Vitals
Head	Head
Eyes	Eyes
Group	Head, Eyes, All
DR	0*
DB	0
HP	0
Display	True
X	100
Y	0
Width	0
Height	0
Base DR	0
Base DB	0
Base HP	0
Left Eye	Left Eye
Right Eye	Right Eye
Neck	Neck
Group	Neck, Body, Full Suit, Skin, All
DR	0*
DB	0
HP	0
Display	True
X	100
Y	81

This tab allows you to select a body type, which determines all the locations that are available to you, and that can be protected by armor.

There is a default list of body types that are available from the **GURPS Basic Set 4th Ed.-- Characters.gdf** book file, and there are additional types available in the **GURPS Template Toolkit 2--Races.gdf** book file.

If a **PROTECTION IMAGE** has been defined for the body type, you would be able to select it from the **Image** drop-down list.

Most of the space is devoted to a grid that contains the information for the locations defined in the body.

You can expand and collapse the grid to see the various locations, and you can have the location display boxes appear or disappear from the Protection Image by toggling the **Display** values.

If you're making changes for a custom body, you can set base DR, DB, or HP values for each location.

Note that changes you make here only apply to this character, and only to this loadout. If you want to be able to apply the changes to other characters, you'll need to save the body to a custom book and load that book in that character's library.

Reset: This button will reset all the base values to those from the body defined in the character's library.

Copy From...: This button will allow you to copy a body, and any custom data you entered, from another loadout on the character. Clicking will call up a dialog listing the other loadouts, so that you can select one.

Save Body...: This button will allow you to save a copy of this body, as you've changed it, to a custom book file. You can then use the custom body for other characters by ensuring that you load your custom book in their library.

HIT TABLE TAB

This tab allows you to select a hit location table.

Armor & Shields Other Body & Locations Hit Table

Body Type Humanoid

Hit Table Humanoid

Description Stock humanoid. B 552

Roll	Location	Penalty	Notes
-	Eye	-9	1,2
3-4	Skull	-7	1,3
5	Face	-5	1,4
6-7	Right Leg	-2	5
8	Right Arm	-2	5,6
9-10	Torso	0	
11	Groin	-3	1,7
12	Left Arm	-2	5,6
13-14	Left Leg	-2	5
15	Hand	-4	6,8,9
16	Foot	-4	8,9

Note	Text
1	An attack that misses by 1 hits the torso instead.
2	Only impaling, piercing, and tight-beam burning attacks can target the eye – and only from the front or sides. Injury over HP/10 blinds the eye. Otherwise, treat as skull, but without the extra DR!
3	The skull gets an extra DR 2. Wounding modifier is ¥4. Knockdown rolls are at -10. Critical hits use the Critical Head Blow Table (p. 556). Exception: These special effects do not apply to toxic damage. Jaw, cheeks, nose, ears, etc. If the target has an open-faced helmet, ignore its DR. Knockdown rolls are at -5. Critical hits

Reset Copy From... Save Table...

Hit Location Tables
The Hit Location Table is stored alongside the Locations data. You can set a different Hit Location Table for every Loadout.
 Hide this message

For reference, the first entry on the table is the body type currently defined for the loadout.

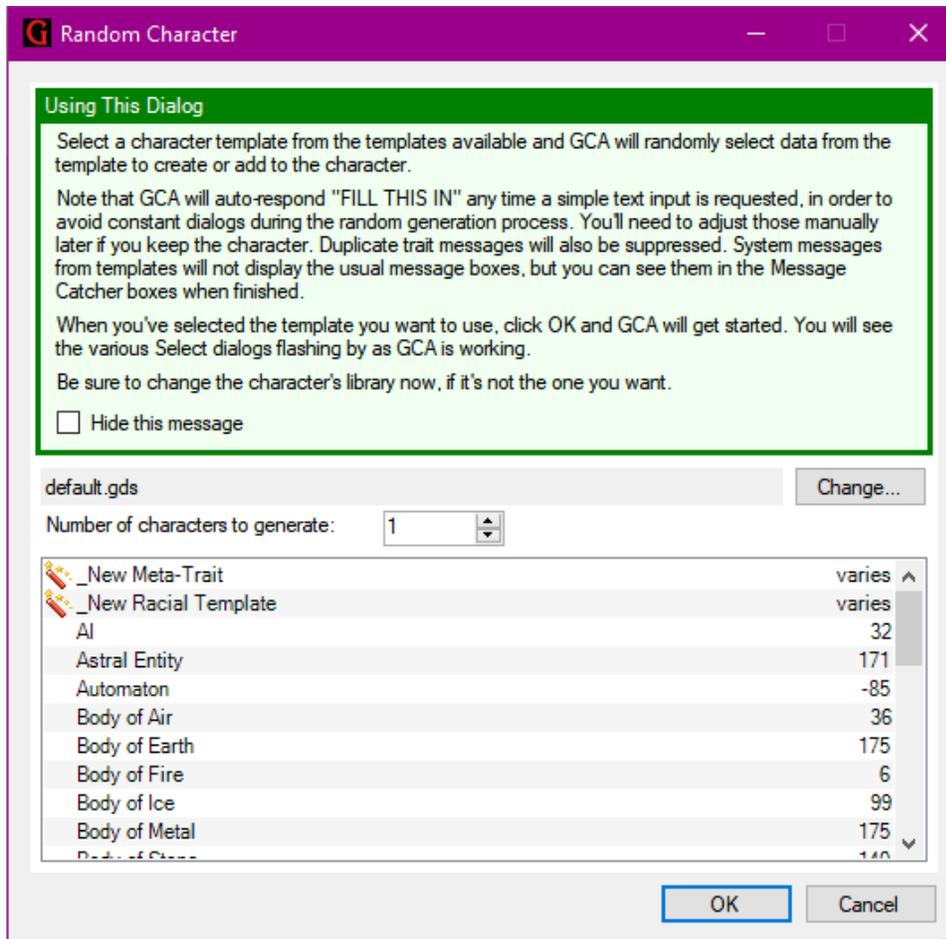
The hit location table is often named the same as a particular body type, but not every body type has its own hit location table, since most hit location tables allow for targeting far fewer locations than most bodies have.

This tab also shows the defined notes for various results on the table.

Note: GCA does not currently save any changes you make here. Even though it will allow you to edit the table data, changes will not be remembered when you close the dialog.

RANDOM CHARACTER

This dialog allows you to create up to 20 randomly generated characters, all based on the template that you pick from the library that you choose to start from.



Be sure to use the **Change...** button to switch to the correct library, and then select the template from the list below to use as the basis of the random characters.

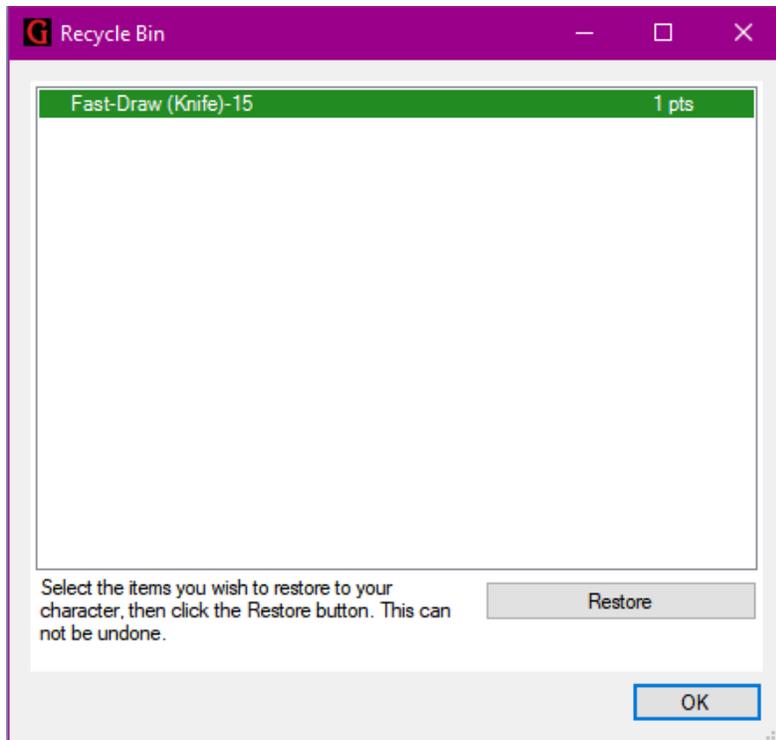
Change the number of characters to generate if you want more than one.

If you got to this window from the **Apply a Randomized Template...** option on the **Tools** menu, you will not see the **Number of characters to generate** line, since the random template you're applying will be applied only to the currently active character.

Once you click **OK**, GCA will begin generating. Newly generated characters are added to the main window as they are completed.

RECYCLE BIN

This dialog allows you to see what traits have been deleted from the character this session and restore them if desired.



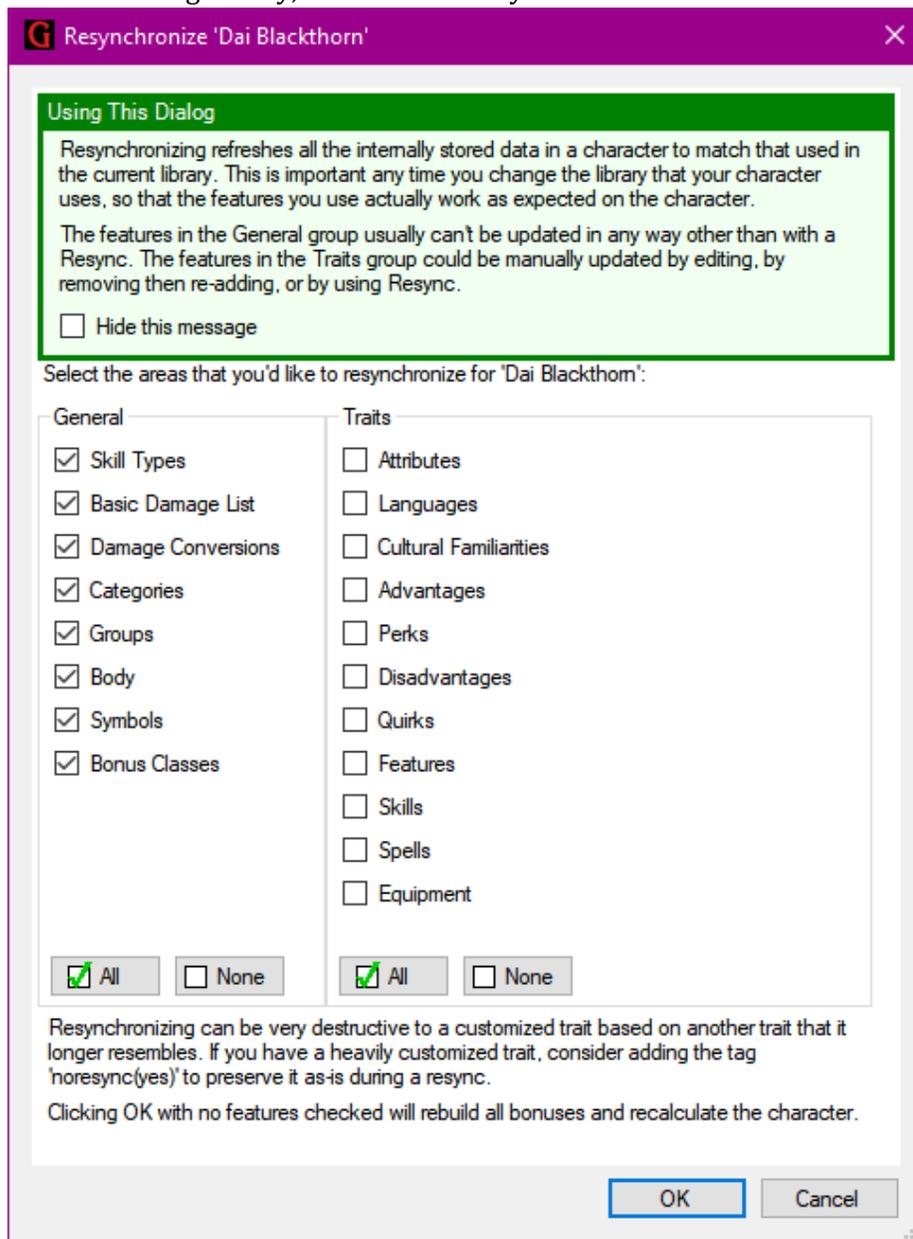
There isn't a lot to this dialog. Select the trait you wish to restore and click the **Restore** button to do so.

RESYNCHRONIZE

This dialog allows you to resynchronize the data contained within the character with the data from the character's current library.

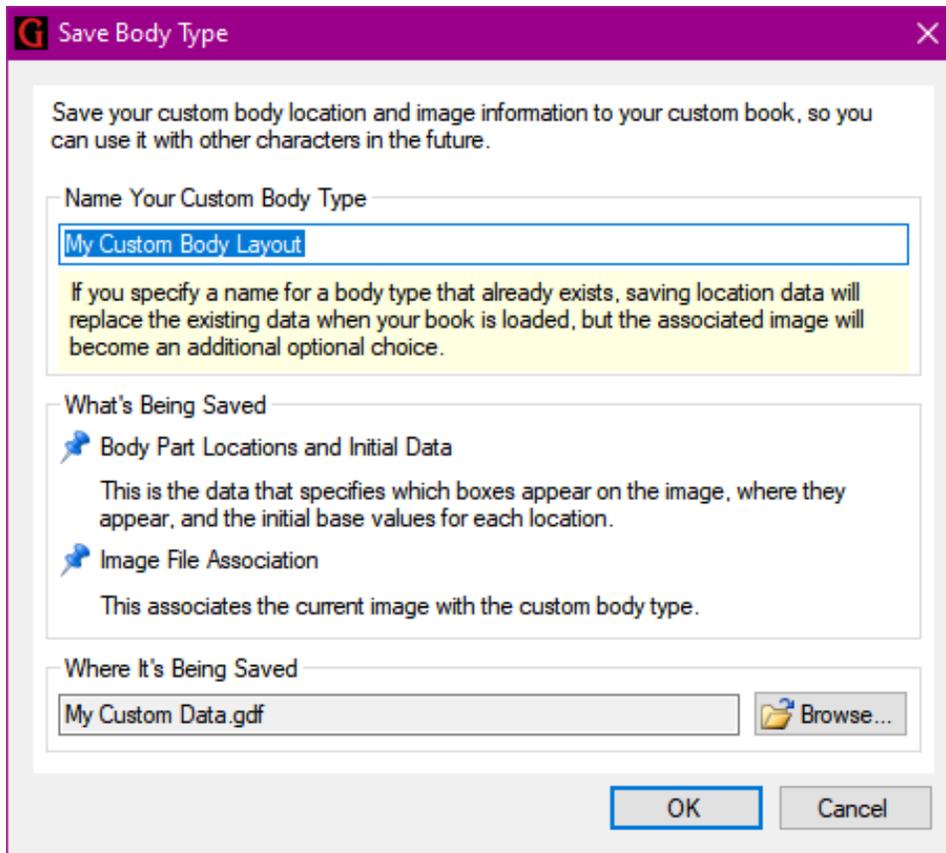
GCA characters are built to contain all the information that they need to continue working correctly, even when they're loaded with the wrong library, or with no library at all. This allows them to be shared with people who may not have the same books available, or who don't have the same customized data that the character was made with. It also allows you to load and print characters regardless of what data you have available to work with.

Because of the self-contained nature of the characters, changes made to library books do not automatically affect characters made with those books. To have those changes affect the character, the character needs to be resynchronized.



SAVE BODY TYPE (PROTECTION)

This dialog allows you to save the Body data in a custom book, so that it can be loaded and used with other characters in the future.

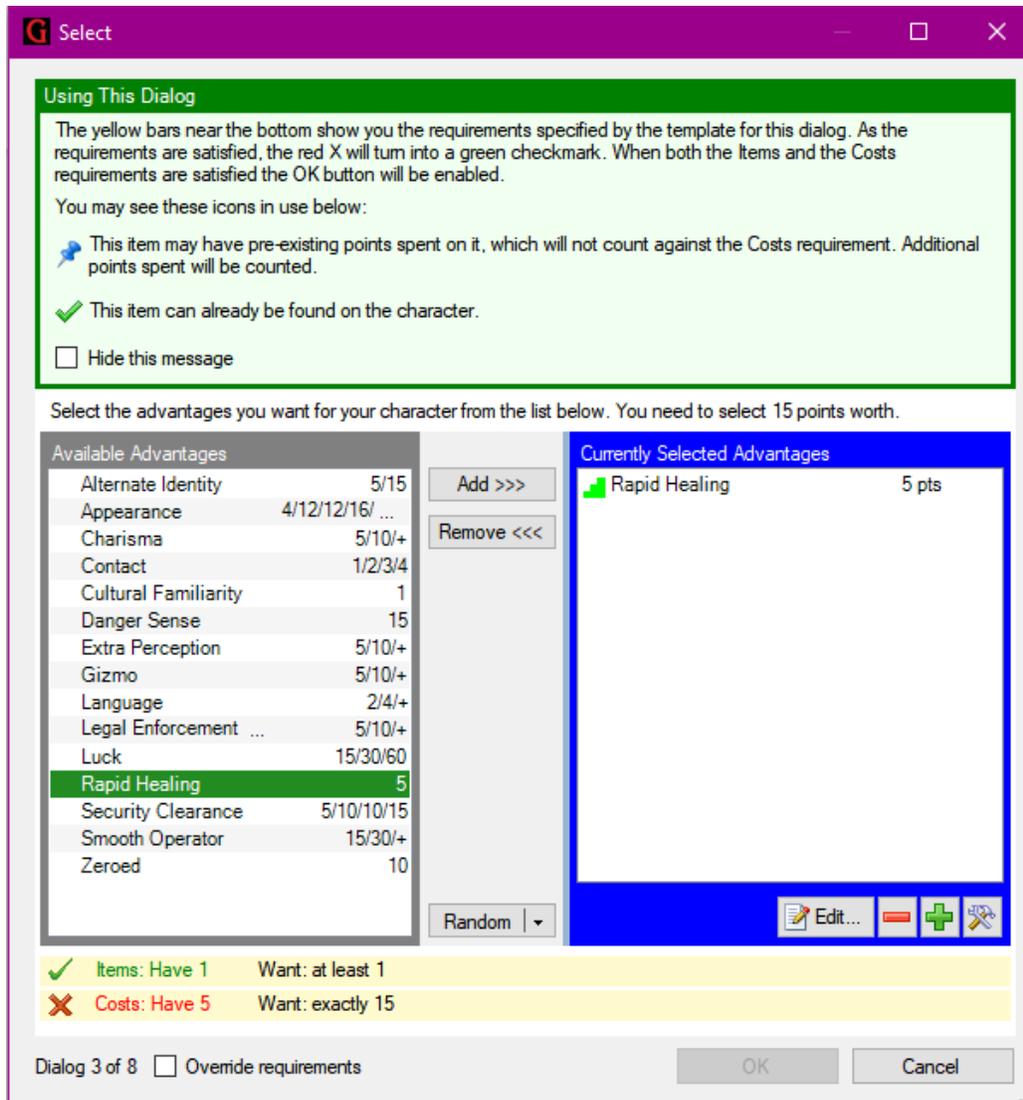


Be sure to give your body type a unique name.

You can click the Browse button to find the specific book you want to write your custom body type into.

SELECT

This dialog is used to provide you with a set of traits to choose from and will specify the criteria you need to satisfy while making the selections, such as some number of choices or some number of points.



As with trait selection in GCA, the list of items to choose from is on the left side, and the list of items that you've chosen so far is on the right side.

There are two info bars below the lists that show the current selection requirements. Not all sections require both a count and a cost, but many do. As you add or remove your chosen selections, the info bars will update.

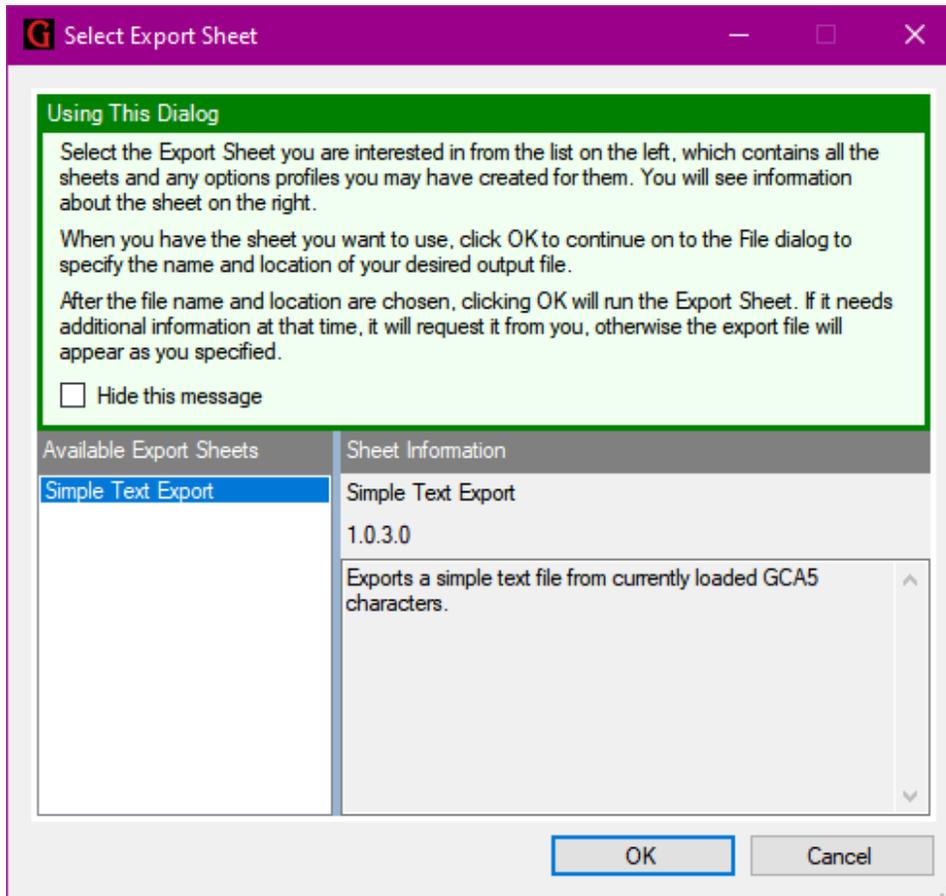
The **Random** button allows you to have GCA randomly make selections that satisfy the requirements. If you click the drop-down element on the button, you can also choose the **Randomize remaining template selections** option, which will randomize the selections in this Select dialog, and

then also randomly make selections for all remaining **SELECT** dialogs (and make choices from any choice dialogs that appear).

Generally, you can't click the OK button until you have made selections that satisfy the requirements. However, you can check the **Override requirements** box to enable the OK button anyway.

SELECT EXPORT SHEET

Pick the export sheet you want to use to export the character.



Once you've picked the sheet you want in the **AVAILABLE EXPORT SHEETS** pane, click **OK** to begin exporting or **Cancel** to exit without doing so.

Some export sheets will pop up some options for you to set once you begin the export. However, for general options related to export sheets, you'll set those for each sheet in the [Character Sheet Options](#) dialog.

SYSTEM COLORS

This dialog allows you to change the colors used in many user interface elements throughout GCA.

Select the type of target object in the list on the left and adjust the various settings for that on the right. Library items refer to lists and forms that include and display elements from a library, while the Character items refer to lists and forms showing data from the character. In both cases, most of the color settings apply to trait displays.

The toolbar buttons on the left side are:

Set to Defaults: This will set all colors to GCA's default (non-dark) color values.

Set to Darks: This will set all colors to GCA's built-in dark color values.

Import...: This allows you to import colors from a preferences file, if you have one that includes saved color profiles.

Export...: This allows you to export the current color profile to a preferences file, so you can share it or keep it for another time. You must fill in the **Name** field so that the profile can be referenced in the file.

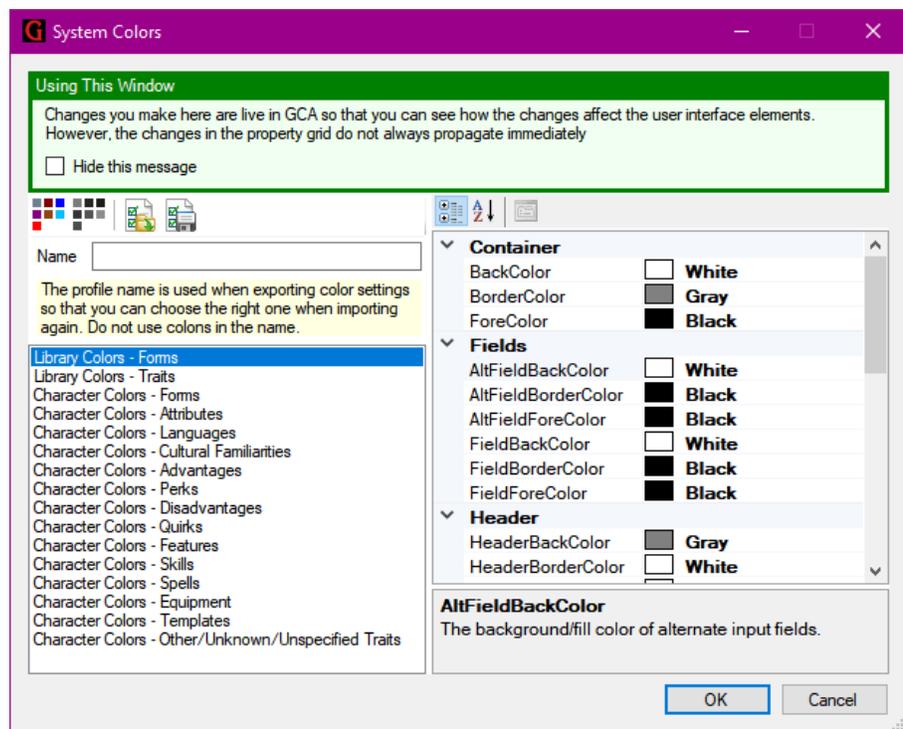
The toolbar buttons on the right side are:

Categorized and **Alphabetical:** These toggle between the

Categorized and Alphabetical states, which specifies whether the property grid below displays the settings by category (as in the example image) or as a single alphabetical list.

Property Pages: Not used, so this will stay disabled.

Unfortunately, this toolbar is built into the properties grid, so we can't change the size of the buttons.



TEMPLATE OPTIONS

This dialog will appear when you select **Save as Template** from the **File** menu, and it allows you to specify several options related to saving a character as a racial template.

Template Name: Dai Blackthorn
Category: Custom Stuff

Function
These options affect how the user sees your template, and its component parts, after it is added to the character.

Racial template or meta-trait
If this box is checked, all the traits that make up the template will be child items. This means all of the costs will included within the cost of the template itself.
If this box is not checked, all the traits will be added to the character as if the user had done so themselves.

Component traits can't be modified
If this box is checked, the traits that make up this template will not be editable by the user. In order to change one, they'll first have to disable it, and then add a new version of that trait to the character.
This option is not available if the 'Racial template or meta-trait' box is not checked.

Component traits are hidden
If this box is checked, the traits that make up this template will be hidden from view, unless the user turns on the options to View Hidden or View Component traits.
This option is not available if the 'Racial template or meta-trait' box is not checked.

Extras
If you are creating a racial template, you might want to include these features from the character you are exporting.

Include body type
Current: **Humanoid**

Include hit location table
Current: **Humanoid**

OK Cancel

As you can see from our image, we selected to save a template based on Dai Blackthorn, so changing the **Template Name** to something else would probably be a wise idea. The **Category** field affects what category the template will appear within for library lists.

The elements in the **FUNCTION** group affect how a racial template will function within GCA. Select the options that reflect how you like your racial templates to operate. Most of the racial templates from earlier **GURPS 4th Edition** books have all three of these boxes checked, while later books often do not have the **Component traits can't be modified** or the **Component traits are hidden** boxes checked.

The **EXTRAS** group allows you to specify that the template uses the specified body type and hit location table. If you don't want them specified, be sure the appropriate boxes are unchecked.

TRAITS DIALOGS

There is a trait dialog available for each type of trait. These dialogs can be opened from certain buttons or menus on boxes in Unified View or Sheet View.

Each trait dialog works the same as the corresponding trait tab in [Classic View](#). In fact, the trait dialog is just the contents of the trait tab in a dialog instead of on a tab.

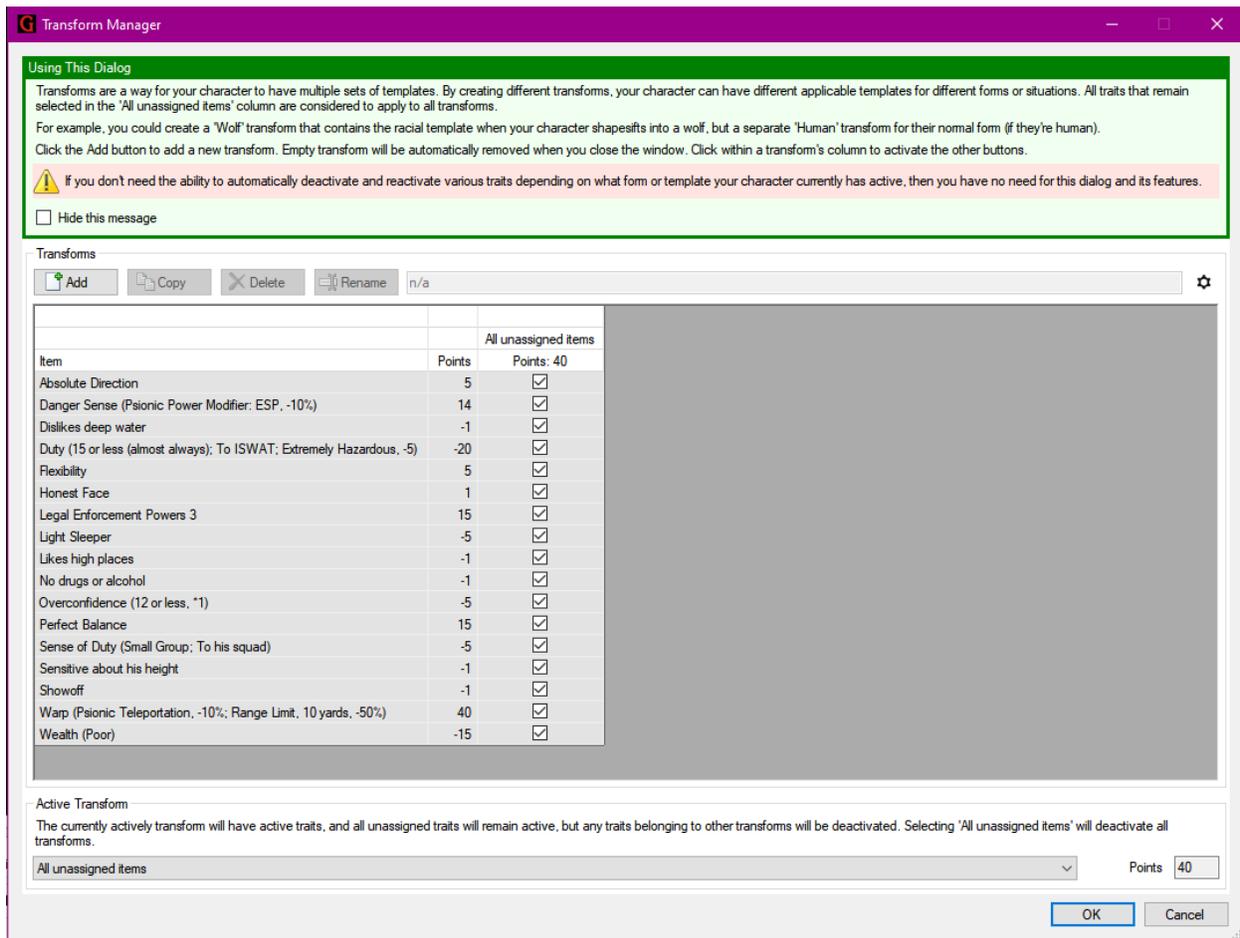
See [Classic View](#) for more information.

TRANSFORM MANAGER

This dialog allows you to create transforms for your character, allowing you to quickly switch between different variations.

Transforms can be a bit difficult to understand at first, but if you think of them as loadouts, but for traits instead of gear, then that may help. Basically, having different transforms allows you to swap out certain traits for other traits, just by changing which transform is active at any time.

Always bear in mind that all traits within the non-active transforms are deactivated, which is a lot like not existing, because they don't grant bonuses and they aren't considered when checking for prerequisites; see [Transforms Versus Loadouts](#) below for details.



At the bottom of the window is the **ACTIVE TRANSFORM** pane. This shows you the total cost for all items contained in the specified transform, and the transform that you select there is the one that GCA is using to determine which traits to enable or disable.

The rest of the window is devoted to the **TRANSFORMS** pane.

TRANSFORMS PANE

The grid lists every item that is *not a child of another item*. Child items are not included, because they're considered to be contained within the parent. Bear this in mind if you have a bunch of parent-child relationships.

Above the grid is a row of buttons, and a display field. The display field shows the name of the currently selected transform (which will also be showing a gold-shaded cell in the grid). You must have a loadout selected to use some of the buttons.

Add: Click this button to create a new, empty transform. You'll get a popup for the name, and then it will appear on the grid immediately, ready to be assigned items. Note: Any transforms that you create, but which contain no items when the window is closed, will be removed.

Copy: Click this button to copy the currently selected transform to a new transform. You'll get a popup for the name, and then the new transform will appear on the grid, with the same items included as the copied transform.

Delete: Click this button to delete the currently selected transform. You'll be asked to confirm, and if you do, the transform will be deleted.

Rename: Click this button to change the name of the currently selected transform. You'll get a popup for the new name, and the change will be applied if no other transform with that name already exists.



TRANSFORMS VERSUS LOADOUTS

They are similar in many ways, but some of the default behaviors are different. While you can change how some of the default behaviors work for loadouts, you can't do the same with transforms.

The most important thing to understand about transforms is that any trait in a transform that is not currently active is deactivated. That means if you have **Magery** in a transform, and that is *not* the **active** transform, then your character effectively has **no Magery!**

This is very different default behavior to how loadouts work, so it's important to keep in mind.

TRANSFORMS AND UNASSIGNED ITEMS

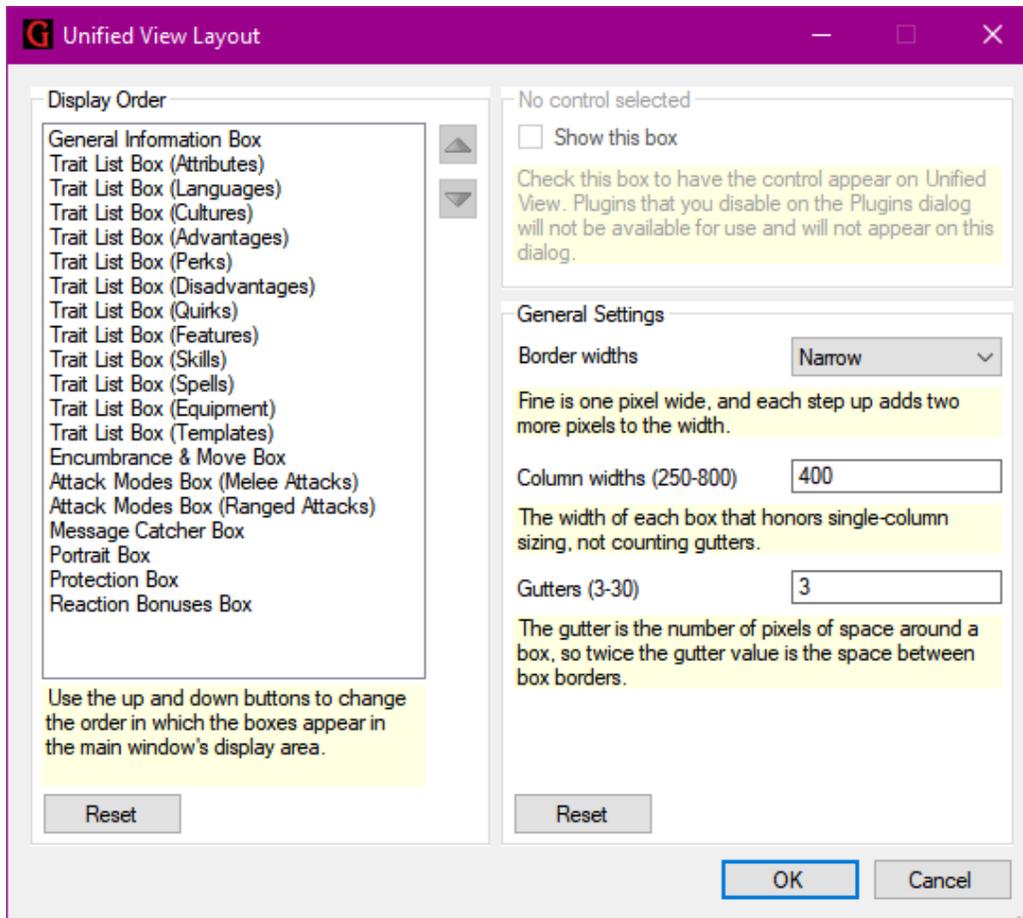
By default, GCA treats every transform as only part of the whole. This means that any traits not specifically assigned to a transform are a part of **every** variation of the character.

This default behavior is the inverse of the default behavior for loadouts, but it makes a great deal of sense this way, because it's easy to think of a character having this or that specific template, but everything else outside of the template still applies to the character. Transforms are like those templates, but you can easily create them yourself for each character that needs them.

GCA will show you a list for **All unassigned items** in Transform dropdown lists, and that is a valid transform that you can use if you want. Using it means that your character currently has **none** of the traits that are included in **any of the other transforms**.

UNIFIED VIEW LAYOUT (UNIFIED VIEW)

This dialog allows you to adjust which boxes you see on the Unified View, and the general layout of the boxes.



The **DISPLAY ORDER** pane on the left allows you to control the order of the boxes. While you have a box selected there, you can also control whether the box is displayed or not by checking or unchecking the **Show this box** checkbox in the **CONTROL** pane to the right.

You can change the order of the boxes using the up and down arrows along the right edge of the pane, or you can drag a box to a new position in the list.

Clicking the **Reset** button will restore the display order to the default.

CONTROL PANE

This pane just allows you to access the **Show this box** checkbox when you have a box selected in the **DISPLAY ORDER** pane.

(The boxes on the Unified View are all plugin controls, so you may also be able to disable them in the [Plugin Manager](#).)

GENERAL SETTINGS PANE

The **GENERAL SETTINGS** pane allows you to change the general sizing of the boxes, and the space that appears between them (the gutter). Selecting a wider gutter makes it easier to grab an empty place on the **UNIFIED VIEW** panel to drag the panel around. Changing the column widths helps to size most boxes to your preferred width.

Clicking the **Reset** button will restore the widths and gutters to the default values.

(Note that changing the border widths here also affects the border widths around similar types of trait lists in many other places in GCA.)

WORKING

This window pops up when GCA is working on an extended process, to let you know what's going on during the process. It's not interactive, but messages should get posted to the info pane on the right side as the working process progresses.



Working...

GURPS Fourth Edition
CHARACTER ASSISTANT

STEVE JACKSON GAMES

Library 'default.gds' already loaded. Making it active.
Library 'default.gds' now loaded and active.
Initializing trait viewports...

Loading character 'Dai Blackthorn (Steve Jackson).gca5'...

- Reading section author
- Reading section system
- Reading section library
- Reading section settings
- Reading section output
- Reading section vitals
- Reading section basicdefense
- Reading section body
- Reading section hitlocationtable
- Reading section attributes
- Reading section languages
- Reading section cultures
- Reading section advantages

END MATTER

CAPACITY METERS

The character lists in [Unified View](#), [Classic View](#), and the [Traits Dialogs](#) can all show capacity meters for parent items. Whether a character sheet shows a capacity meter is up to the author of the sheet, but many sheets include them.

A capacity meter allows you to see how close to full, or overfull, a container item might be.

There are currently three types of capacity meters: *weight*, *count*, and *child*. **Weight** capacity is the total weight of all children the item can hold and applies only to equipment (only equipment items have weight). **Count** capacity is the total count of all children the item can contain and applies only to equipment (only equipment items have a count). **Child** capacity is the number of child items the trait can have and applies to all advantage-type traits (which are cultural familiarities, languages, advantages, perks, disadvantages, quirks, features, and templates).

Equipment				\$424.00 
Equipment	Qty	Cost	Weight	
Auto Shotgun, 12G (Ammunition)	9	\$153	7.65 lb	
<input checked="" type="checkbox"/> Backpack, Small	1	\$271	10 lb 	
Bandages	1	\$10	2 lb	
Baton	1	\$20	1 lb	
Batteries	1	\$1	0 lb	
Winter Clothes	1	\$180	4 lb	

In this image, you can see that the **Backpack, Small** has a green line displayed underneath it, and that a portion of the line is filled with a darker green color. That is your capacity meter, showing how much of the item's given *weight* capacity is currently used. If the line is blue, then you're seeing the capacity meter based on *count* or *child* capacity. If an item has both a count and a weight capacity, GCA will display whichever is closer to full.

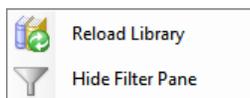
When an item has exceeded any given capacity, the capacity meter will be solid red.

LIBRARY PANE

The **LIBRARY** pane can be found in [Unified View](#) and [Sheet View](#). This is where you can select all the various types of traits to add to your character from the character's library.

GEAR MENU

In the shaded header space at the top of the pane, you will see a gear icon next to the label displaying the currently loaded library. Clicking the gear icon will open the **Gear** menu.



Reload Library: This option will have GCA reload the library from disk. If you are saving custom data to your own book included in the library, you'll want to do this to ensure that GCA loads that data. GCA does not monitor the books folders for changes, so you must request that reload manually.

Show/Hide Filter Pane: This option shows or hides the filter pane. It is shown in the example image.

TRAIT TYPES DROPDOWN

This allows you to change the type of traits currently being displayed in the **LIBRARY LIST**.

CATEGORIES DROPDOWN

This allows you to limit the types of traits being shown to only those that are included in the specified category.

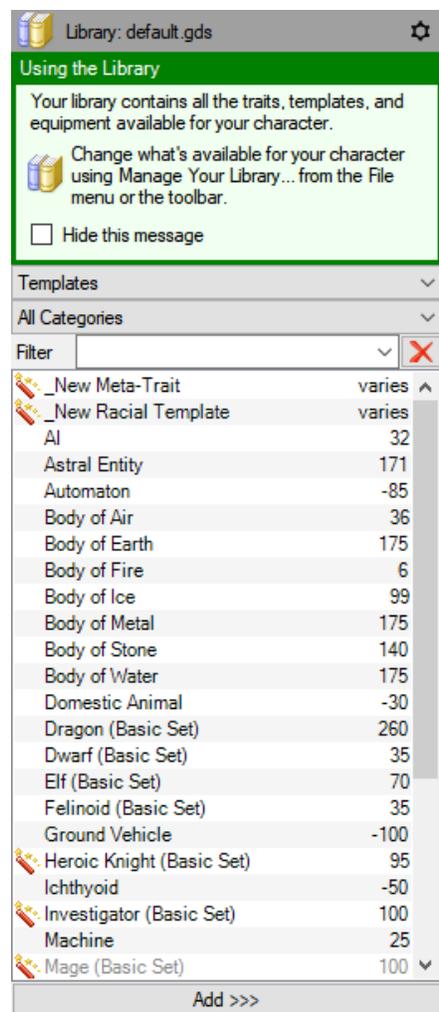
FILTER PANE

This allows you to further limit what traits are being displayed in the **LIBRARY LIST** to only those traits that include the text snippet you've typed here. This, along with the [type-to-search](#) feature of the list itself, allows you to quickly find and select what you're looking for.

LIBRARY LIST

This is the list of all the traits that currently satisfy your requirements as set by the **TRAIT TYPES DROPDOWN**, **CATEGORIES DROPDOWN**, and the **FILTER PANE**.

Within the list, you can use [type-to-search](#) as well.



TYPE-TO-SEARCH

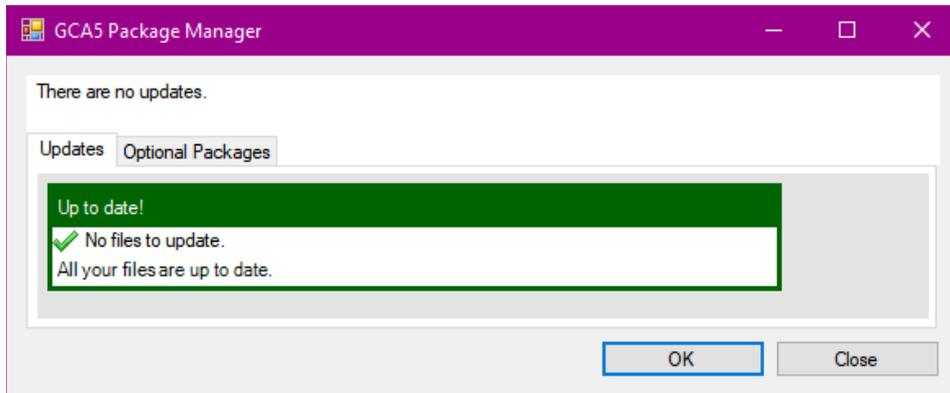
Within many library and character trait lists, you can use type-to-search, which will move the current selection to the first trait that matches all the letters you've typed so far. If you type additional characters such that nothing matches any more, the type-to-search buffer will then reset and start looking for the new buffer text. You can see what is currently in the type-to-search buffer on the right side of the [Points Bar](#).

A screenshot of a type-to-search buffer. The text is displayed in a light gray box with a vertical line separating the current selection from the rest of the buffer. The text reads: "it: \$782.00 | Money: \$-782.00 | body ...". The word "body" is highlighted in red, and a blue cursor icon is positioned over the 'y'.

In this image, the user has typed **body** into the type-to-search buffer, and that is showing in the [Points Bar](#).

GCA5 PACKAGE MANAGER

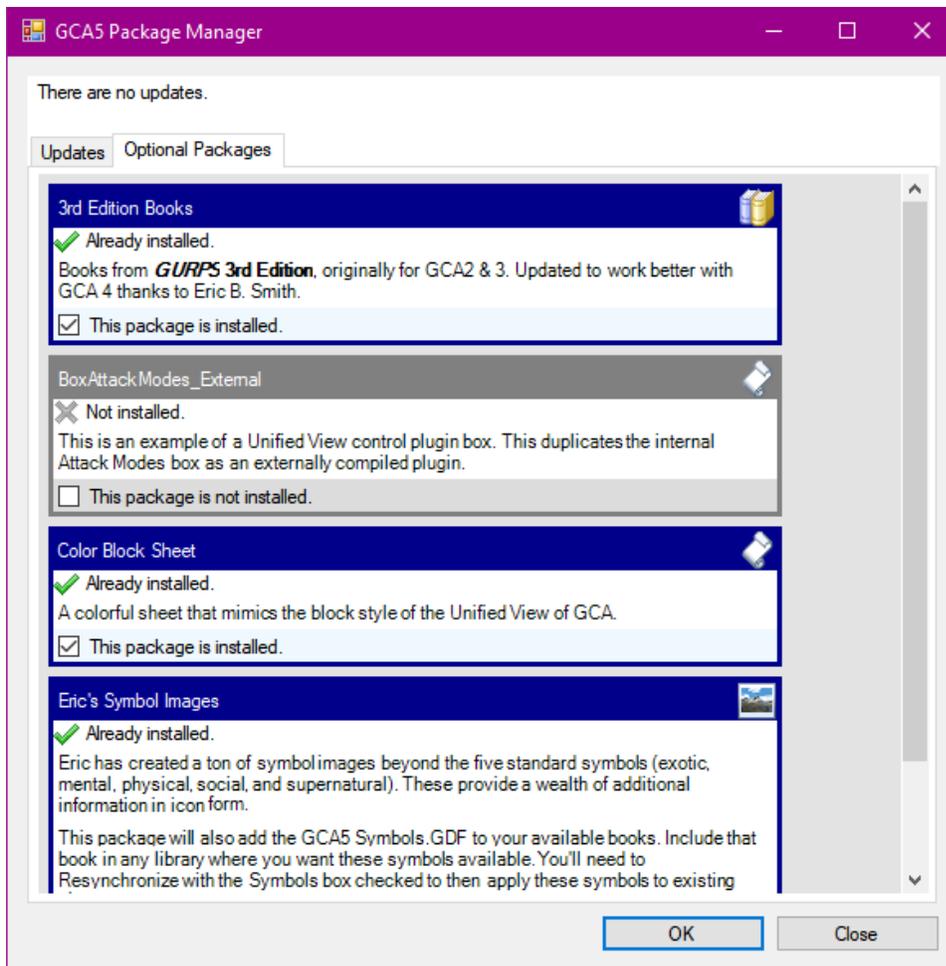
This window is what you see when you choose **Check for Updates** from the **Help** menu, or periodically when GCA starts up, depending on your **Check for Updates** setting in **Options**.



Note that GCA shuts down when it runs the external program that handles the package manager. This is so that any packages you might install or update can be installed smoothly without running into conflicts with “in use” files.

Program updates from **Steve Jackson Games** don't currently support access through the **GCA5 PACKAGE MANAGER**, so when a program update is available, you'll be informed of it on the **Updates** tab, but you'll have to download and run the installer for that update yourself.

From this dialog, you can see what updates are currently available for GCA, if any, and what optional packages are available for installation. Optional packages might be additional content, such as packages of images or books, or they might be plugins, such as new character sheets or exporters. Updates are available for you on the **Updates** tab, and optional packages on the **Optional Packages** tab.



Each available package will tell you if it is installed or not.

If you want to install a new package, check the **This package is not installed** checkbox. The **Not installed** text will change to **Will be installed**.

If you want to uninstall a package, check the **This package is installed** checkbox. The **Already installed** text will change to **Installed; will be removed**.

If you have changed the status of any packages, either to add or remove a package, then when you click the **OK** button, the Package Manager will make the changes and then refresh the display to show you the new status. If you have no changes pending, the **OK** button will close the window, as the **Close** button does, and return to GCA.