

The Hit List for Mac

User Manual

Copyright © 2012 Potion Factory LLC. All rights reserved.

Potion Factory LLC
P.O. Box 76468
Los Angeles, CA 90076

www.potionfactory.com

Chapter 1: The Hit List Basics

What is The Hit List?

The Hit List is a simple, yet sophisticated application to manage the daily chaos of your modern life. Based on the simple concept of making lists, The Hit List lets you plan, forget, then act when the time is right.

Chapter 2: Collect Tasks

Repeating tasks

Examples of repeating tasks

TYPE	EXAMPLES
Daily	Every day Every single day Daily
Every n days	Every 2 days Every two days 2d
On days of the week	Every week on Mondays Every mon Every week on Monday and Tuesday Every mon & tue Mondays or Tuesdays Every Monday through Thursday Every Monday to Thursday mon to thu
Every n days of the week	Every other Monday On Mondays every other week Every third Saturday Every three weeks on Saturdays Every 3rd sat Every 2w on wed, thu, and fri
Every n months	Every other month 2m

On specific days of the month	<p>Every month on the 1st</p> <p>On each first of the month</p> <p>Monthly on the first</p> <p>Every month on the 1st of the month</p> <p>1</p> <p>Every month on the 5th and the 20th day</p> <p>On the 5th and 20th of the month</p> <p>5, 20</p> <p>Every month on the 1st through the 6th</p> <p>Monthly on the first through the sixth</p> <p>On the 1st through the 6th of every month</p>
On nth day of the week of the month	<p>On every second Monday of the month</p> <p>Monthly on every 2nd Monday</p> <p>Every month on second Mondays</p> <p>2nd mon of the month</p>
Yearly	<p>Every year on January first</p> <p>On January 1st of every year</p> <p>jan 1</p> <p>Every last sun of October through April</p> <p>Every oct through apr on the last Sunday</p>
Last day of the month	<p>Every last day of the month</p> <p>last day</p>

Chapter 3: Optimize The Hit List for Your Work Style

Preferences

General preferences

PREFERENCE	EXPLANATION
Play sounds	Play sound effects when completing a task or hiding tasks
Predict tags when editing task title	The Hit List learns how you tag tasks and can suggest a tag when you create new tasks.
Complete parent task when all-subtasks are completed	When you complete the last subtask, mark the parent task as completed.
Timer window stays on top of other windows	Make the timer window always stay on top of other windows.
Enable card animations	When you're in the card view mode, certain actions trigger an animation. You can enable or disable those animations with this preference.
Enable Spotlight indexing	On Mac OS X 10.6 or higher, you can enable Spotlight indexing.
Dock action count	Show number of incomplete tasks in the Inbox, the Today list, or both, in the Dock icon badge.
Reset...	Reset all preferences back to the initial defaults.

Online sync preferences

The following buttons are available when you sign into your sync account.

PREFERENCE	EXPLANATION
Manage Account...	Open The Hit List Sync Service account in your web browser.
Perform Full Sync...	Send all tasks and download all existing tasks from sync service.
Sign Out	After signing out of your sync account, you will have to sign back in to sync again.
Purchase or Extend Subscription...	Purchase a subscription if you have not purchased yet, or extend your subscription if you already have an active subscription.

iCal Sync Preferences

PREFERENCE	EXPLANATION
Sync with iCal calendars	Enable or disable syncing with iCal calendars.
Calendars	Select a calendar to choose which tags or lists should be synced to that calendar. You can temporarily disable syncing on the calendar by ticking off the calendar's checkbox. A task cannot be synced to more than one calendar. Thus, if more than one calendar matches a task, it will be synced to the one higher in the list. You can rearrange the order of the calendars through drag and drop.
Sync with	Choose which tags or lists should be synced with the selected calendar.

Shortcut preferences

PREFERENCE	EXPLANATION
Quick Entry window	Click to choose a keyboard shortcut for the Quick Entry window.
Quick Entry with context	When the Quick Entry window is opened via the shortcut set here, the information from the foreground application is used to create the task.
Close tab	Choose the keyboard shortcut that closes the current tab.

Update preferences

PREFERENCE	EXPLANATION
Check for updates at startup	Enable or disable checking for updates at startup.
Check Now	Check immediately if there are any updates available.
Send anonymous system profile information	The system profile information includes details such as your CPU type, operating system version, type of Mac, amount of RAM installed, and more. This information is sent at most once per week.

Registration preferences

PREFERENCE	EXPLANATION
Name	Name the person to whom the license is registered
License Key	If you don't know what your license key is, you can find it in the order receipt that was emailed to you at the time of purchase.
Purchase License...	Click to purchase a license using the in-app store.

Find My License Key...

If you have lost your license key, click to visit our web store where you can tell us your email address to have your order receipt emailed to you again.

Keyboard shortcuts

You can use keyboard shortcuts to quickly accomplish many tasks in The Hit List. To find the shortcuts for common commands, look in the The Hit List menus, or use the table below as a reference. Many items in The Hit List (for example, tasks and column headings) also have contextual menus. To see a contextual menu, press the Control key and click the item. To perform an action, press the shortcut keys indicated below.

ACTION	SHORTCUT	
The Hit List menu shortcuts		
Preferences...	Command-Comma	⌘,
Hide The Hit List	Command-H	⌘H
Hide Others	Command-Option-H	⌘⌥H
Quit The Hit List	Command-Q	⌘Q
File menu shortcuts		
New Task	Command-N	⌘N
New Task Below	Return	↵
New Sub-Task	Shift-Return	⇧↵
New List	Command-Shift-N	⇧⌘N
New Folder	Command-Control-N	⌘⌃N
New Smart Folder...	Command-Option-N	⌘⌥N
New Tab	Command-T	⌘T
Close Window	Command-W	⌘W
Close All	Command-Option-W	⌘⌥W
Archive List	Command-K	⌘K

Sync	Command-Option-S	⌘⌥S
Page Setup...	Command-Shift-P	⌘⇧P
Print...	Command-P	⌘P
Edit menu shortcuts		
Undo	Command-Z	⌘Z
Redo	Command-Shift-Z	⌘⇧Z
Cut	Command-X	⌘X
Copy	Command-C	⌘C
Copy as Link	Command-Shift-Option-C	⌘⇧⌥C
Paste	Command-V	⌘V
Paste and Match Style	Command-Shift-Option-V	⌘⇧⌥V
Select All	Command-A	⌘A
Select None	Command-Shift-A	⌘⇧A
Select menu shortcuts		
Up	K	K
Down	J	J
Left	H	H
Right	L	L
Font menu shortcuts		
Show Fonts	Command-Shift-T	⌘⇧T
Bold	Command-B	⌘B
Italic	Command-I	⌘I
Underline	Command-U	⌘U
Bigger	Command-Plus	⌘+

Smaller	Command-Minus	⌘-
Show Colors	Command-Shift-C	⇧ ⌘C
Copy Style	Command-Option-C	⌘⌥C
Paste Style	Command-Option-V	⌘⌥V
Find menu shortcuts		
Search	Command-F	⌘F
Find...	Command-Option-F	⌘⌥F
Find Next	Command-G	⌘G
Find Previous	Command-Shift-G	⇧ ⌘G
Use Selection for Find	Command-E	⌘E
Jump to Selection	Command-J	⌘J
Spelling and Grammar menu shortcuts		
Show Spelling...	Command-Colon	⌘:
Check Spelling	Command-Semicolon	⌘;
Special Characters...	Command-Option-T	⌘⌥T
View menu shortcuts		
Go Back	Command-Left Bracket	⌘[
Go Forward	Command-Right Bracket	⌘]
Go To menu shortcuts		
Inbox	Command-Option-1	⌘⌥1
Today	Command-Option-2	⌘⌥2
Upcoming	Command-Option-3	⌘⌥3
Group Above	Command-Option-Left Bracket	⌘⌥[
Group Below	Command-Option-Right Bracket	⌘⌥]

Outline	Command-1	⌘1
Card	Command-2	⌘2
Lists	Command-3	⌘3
Tags	Command-4	⌘4
Outline menu shortcuts		
Collapse	Command-Control-Left Arrow	⇧⌘←
Expand	Command-Control-Right Arrow	⇧⌘→
Expand All	Command-Control-Down Arrow	⇧⌘↓
Collapse All	Command-Control-Up Arrow	⇧⌘↑
Columns menu shortcuts		
Start Date	Command-8	⌘8
Due Date	Command-9	⌘9
Estimated Time	Command-0	⌘0
Show Go To Bar	G	G
Show Hints Bar	?	?
Show Filter Bar	R	R
Hide Sidebar	Command-Shift-L	⇧⌘L
Show Task Information	Command-Shift-I	⇧⌘I
Expand Notes	Command-Shift-Quote	⇧⌘'
Show All Completed Tasks	Command-Shift-H	⇧⌘H
Show Number of Actions	Command-Shift-U	⇧⌘U
Enter Full Screen	Command-Control-F	⇧⌘F
Task menu shortcuts		
Mark as Cancelled	X	X

Start Today	T	T
Due Today	Shift-T	⇧T
File to List	F	F
Begin Timing	B	B
Stop Timing	Command-Period	⌘.
Move menu shortcuts		
Up	W	W
Up 5 Rows	Shift-W	⇧W
To Top	Option-W	⌘W
Down	S	S
Down 5 Rows	Shift-S	⇧S
To Bottom	Option-S	⌘S
Left	A	A
Right	D	D
Tag	Slash	/
Tag Context	@	@
Edit Note	Command-Quote	⌘'
Priority menu shortcuts		
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6

7	7	7
8	8	8
9	9	9
None	0	0
Raise Priority	,	,
Lower Priority	;	;
Estimated Time menu shortcuts		
Add 1 Hour	Period	.
Add 30 Minutes	Shift-Period	⇧.
Subtract 1 Hour	Comma	,
Subtract 30 Minutes	Shift-Comma	⇧,
Due Date menu shortcuts		
Add a Day	Right Bracket]
Add a Week	Shift-Right Bracket	⇧]
Subtract a Day	Left Bracket	[
Subtract a Week	Shift-Left Bracket	⇧[
Start Date menu shortcuts		
Add a Day	Equals	=
Add a Week	Shift-Equals	⇧=
Subtract a Day	Minus	-
Subtract a Week	Shift-Minus	⇧-
Repeat...	Command-R	⌘R
Show in List	Command-L	⌘L
Hide Completed Tasks	Backtick	`

Window menu shortcuts		
Minimize	Command-M	⌘M
Minimize All	Command-Option-M	⌘⌥M
Select Next Tab	Command-Shift-Right Bracket	⌘⇧]
Select Previous Tab	Command-Shift-Left Bracket	⌘⇧[
Help menu shortcuts		
The Hit List Help	Command-?	⌘?