totums Cheat sheet

SHORTCUTS, WHAT HE EATS, AND HOW HE SPENDS THE DAY
MATCHES THE BUILD THROUGH UPDATE 14 · 27 NOV 2026

SHORTCUTS

⌥ Space	Open the message bar from anywhere
⌥ B	Open his belly
⌥ F	Feed him the newest file on your Desktop
⌥ R	Record: talk to him directly. The listening light comes down on him
↵	Save. He eats it and it goes in his belly
⇧ ↵	New line
esc	Close without saving
/	Commands: **/secret** lock it away, **/find** search the belly, **/send** send it. ↑ ↓ choose, ↵ run
/todo /remind /link /idea	Set the kind yourself
Right-click him	His menu: New Note, Open Belly, Hold This Window, Character, Colour, Hide for an Hour, Cheat Sheet, Settings, Quit. The menu bar icon opens the same menu
Drag him	A dashed line shows where he'll land; he settles on the 8 pt grid
Hold him ½ s	Hold the window: his seam wraps it as a focus timer. Scroll or ↑ ↓ to set, ↵ to start; hold him again to let go

WHAT HE EATS

Notes	Notes, to-dos and reminders, typed or recorded in the bar. **5 or more words is a meal**; fewer is a nibble
Files	Drag a file onto him, or press ⌥ F for the newest file on your Desktop. It goes to Files by kind, and **Put Back** returns it
Text	Select text in any app and drag it onto him, or copy it into the bar. A passage from a web page becomes an Idea
Links	Drag a link from the address bar or a page. It becomes a Link note
The seam	While it's up, drop anything on the window's edge: it rides the line to him. Quiet while the timer runs
Screenshots	Only with **Tidy new screenshots** on: he eats new ones from the Desktop
Never	Folders (Ableton projects included) and apps. He looks, then looks away

GRABBING TEXT FROM A PAGE

1. **Select** the words in any app.
2. **Drag** them toward him. On a trackpad, point at the highlight and slide with three fingers; with a mouse, press and hold on it first. Within 170 pt above his head, the dashed line finds his mouth (↓ 168).
3. **Let go.** The text turns heavy, drops in, he chomps twice, and the label says what kind it was: "Ate it · idea".

Three-finger drag off? System Settings › Accessibility › Pointer Control › Trackpad Options: turn on Use trackpad for dragging, then pick Three Finger Drag.

Or copy (⌘ C) and paste into the bar (⌥ Space , then ⌘ V). Labels never quote what you fed him, and nothing needs a permission.

WHERE NOTES GO

To-do	Reminders, in the "Totums" list
Remind	Has a date or time: Reminders with that due date (or Calendar)
Link	Safari Reading List
Idea	Stays in the belly. **Send to…** Claude, Mail or Messages

In an entry: **Send**, **Keep** or **Chomp**. Click a kind tag to change it. At mealtimes the card offers **Open**, **Later** or **Skip meal**; at dinner, pick tomorrow's first thing.

HIS DAY



With you
Solid on the front window's top edge



You type
He steps aside into his outline; back 3 s after you stop



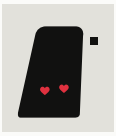
Dozing
3 min on the ground with no typing. The first key wakes him



Good morning
First time back after 4 h, 4 AM to noon. Once a day



Meal due
Around 8:00, 12:30 and 18:30. A note of 5+ words feeds him



Fed
Heart eyes for a moment. No streaks, nothing bad if you skip

THE MENU BAR ICON (YOUR TOTUM)



REST ATE MEAL DUE LISTENING DOZING HIDDEN

A tiny copy of the character you picked. Ate lasts 1.2 s; Hidden is Hide for an Hour.

HOUSE RULES

- He stands on window edges and the bottom of the screen, never inside your work.
- A label says what happened, never what a note says.
- No nags, no streaks; chomping is letting go, not failing.
- Secrets sit behind a 4-digit key, kept on this Mac only.
- Nothing asks for a permission until you use what needs it: your Desktop for ⌥ F and screenshots, and Reminders or Calendar. Each once, explained first.