

Org-Mode Reference Card (1/2)

(for version 6.27a)

Getting Started

```
(add-to-list 'auto-mode-alist '("\\.org$" . org-mode))
(define-key global-map "\C-cl" 'org-store-link)1
(define-key global-map "\C-ca" 'org-agenda)1
```

To read the on-line documentation try M-x org-info

Visibility Cycling

| | |
|---|-----------------|
| rotate current subtree between states | TAB |
| rotate entire buffer between states | S-TAB |
| restore property-dependent startup visibility | C-u C-u TAB |
| show the whole file, including drawers | C-u C-u C-u TAB |
| reveal context around point | C-c C-r |

Motion

| | |
|-----------------------------------|------------------------|
| next/previous heading | C-c C-n/p |
| next/previous heading, same level | C-c C-f/b |
| backward to higher level heading | C-c C-u |
| jump to another place in document | C-c C-j |
| previous/next plain list item | S-UP/DOWN ³ |

Structure Editing

| | |
|--|--------------------|
| insert new heading/item at current level | M-RET |
| insert new heading after subtree | C-RET |
| insert new TODO entry/checkbox item | M-S-RET |
| insert TODO entry/ckbx after subtree | C-S-RET |
| turn (head)line into item, cycle item type | C-c - |
| turn item/line into headline | C-c * |
| promote/demote heading | M-LEFT/RIGHT |
| promote/demote current subtree | M-S-LEFT/RIGHT |
| move subtree/list item up/down | M-S-UP/DOWN |
| sort subtree/region/plain-list | C-c ^ |
| clone a subtree | C-c C-x c |
| refile subtree | C-c C-w |
| kill/copy subtree | C-c C-x C-w/M-w |
| yank subtree | C-c C-x C-y or C-y |
| narrow buffer to subtree / widen | C-x n s/w |

Archiving

| | |
|-----------------------------------|-------------|
| toggle ARCHIVE tag | C-c C-x a |
| force cycling of an ARCHIVED tree | C-TAB |
| move to Attic Sibling | C-c C-x A |
| move subtree to archive file | C-c C-x C-s |

Filtering and Sparse Trees

| | |
|---|----------------------|
| construct a sparse tree by various criteria | C-c / |
| view TODO's in sparse tree | C-c C-v |
| global TODO list in agenda mode | C-c a t ¹ |
| time sorted view of current org file | C-c a L |

Tables

Creating a table

```
just start typing, e.g. |Name|Phone|Age RET |- TAB
convert region to table C-c |
... separator at least 3 spaces C-3 C-c |
```

Commands available inside tables

The following commands work when the cursor is *inside a table*. Outside of tables, the same keys may have other functionality.

Re-aligning and field motion

| | |
|--|---------|
| re-align the table without moving the cursor | C-c C-c |
| re-align the table, move to next field | TAB |
| move to previous field | S-TAB |
| re-align the table, move to next row | RET |
| move to beginning/end of field | M-a/e |

Row and column editing

| | |
|--|--------------|
| move the current column left | M-LEFT/RIGHT |
| kill the current column | M-S-LEFT |
| insert new column to left of cursor position | M-S-RIGHT |
| move the current row up/down | M-UP/DOWN |
| kill the current row or horizontal line | M-S-UP |
| insert new row above the current row | M-S-DOWN |
| insert hline below (C-u : above) current row | C-c - |
| insert hline and move to line below it | C-c RET |
| sort lines in region | C-c ^ |

Regions

| | |
|--------------------------------------|-------------|
| cut rectangular region | C-c C-x C-w |
| copy rectangular region | C-c C-x M-w |
| paste rectangular region | C-c C-x C-y |
| fill paragraph across selected cells | C-c C-q |

Miscellaneous

| | |
|---|----------------------|
| to limit column width to N characters, use | ... <N> ... |
| edit the current field in a separate window | C-c ‘ |
| make current field fully visible | C-u TAB |
| export as tab-separated file | M-x org-table-export |
| import tab-separated file | M-x org-table-import |
| sum numbers in current column/rectangle | C-c + |

Tables created with the table.el package

| | |
|-------------------------------------|---------|
| insert a new table.el table | C-c ~ |
| recognize existing table.el table | C-c C-c |
| convert table (Org-mode ↔ table.el) | C-c ~ |

Spreadsheet

Formulas typed in field are executed by TAB, RET and C-c C-c. = introduces a column formula, := a field formula.

| | |
|---|--------------------|
| Example: Add Col1 and Col2 | = \$1+\$2 |
| ... with printf format specification | = \$1+\$2;%.2f |
| ... with constants from constants.el | = \$1/\$c/\$cm |
| sum from 2nd to 3rd hline | := vsum(@II..@III) |
| apply current column formula | = |
| set and eval column formula | C-c = |
| set and eval field formula | C-u C-c = |
| re-apply all stored equations to current line | C-c * |
| re-apply all stored equations to entire table | C-u C-c * |
| iterate table to stability | C-u C-u C-c * |
| rotate calculation mark through # * ! ^ _ \$ | C-# |
| show line, column, formula reference | C-c ? |
| toggle grid / debugger | C-c }/{ |

Formula Editor

| | |
|---------------------------------------|-------------|
| edit formulas in separate buffer | C-c ‘ |
| exit and install new formulas | C-c C-c |
| exit, install, and apply new formulas | C-u C-c C-c |
| abort | C-c C-q |
| toggle reference style | C-c C-r |
| pretty-print Lisp formula | TAB |
| complete Lisp symbol | M-TAB |
| shift reference point | S-cursor |
| shift test line for column references | M-up/down |
| scroll the window showing the table | M-S-up/down |
| toggle table coordinate grid | C-c } |

Links

| | |
|---|--------------------|
| globally store link to the current location | C-c l ¹ |
| insert a link (TAB completes stored links) | C-c C-l |
| insert file link with file name completion | C-u C-c C-l |
| edit (also hidden part of) link at point | C-c C-l |

| | |
|-------------------------------------|-------------|
| open file links in emacs | C-c C-o |
| ...force open in emacs/other window | C-u C-c C-o |
| open link at point | mouse-1/2 |
| ...force open in emacs/other window | mouse-3 |
| record a position in mark ring | C-c % |
| jump back to last followed link(s) | C-c & |
| find next link | C-c C-x C-n |
| find previous link | C-c C-x C-p |
| edit code snippet of file at point | C-c ‘ |

Internal Links

| | |
|----------------------------|-------------------------------|
| <<My Target>> | target |
| <<<My Target>>> | radio target ² |
| [[*this text]] | find headline |
| [[this text]] | find target or text in buffer |
| [[this text][description]] | optional link text |

External Links

| | |
|----------------------------------|--------------------|
| file:/home/dominik/img/mars.jpg | file, absolute |
| file:papers/last.pdf | file, relative |
| file:projects.org::*that text | find headline |
| file:projects.org::find me | find trgt/string |
| http://www.astro.uva.nl/~dominik | on the web |
| mailto:adent@galaxy.net | Email address |
| news:comp.emacs | Usenet group |
| bbdb:Richard Stallman | BBDB person |
| gnus:group | GNUS group |
| gnus:group#id | GNUS message |
| vm wl mhe rmail:folder | Mail folder |
| vm wl mhe rmail:folder#id | Mail message |
| info:emacs:Regexp | Info file:node |
| shell:ls *.org | shell command |
| elisp:(calendar) | elisp form |
| [[external link][description]] | optional link text |

Completion

In-buffer completion completes TODO keywords at headline start, TeX macros after “\”, option keywords after “#-”, TAGS after “:”, and dictionary words elsewhere.

| | |
|------------------------|-------|
| complete word at point | M-TAB |
|------------------------|-------|

Org-Mode Reference Card (2/2)

(for version 6.27a)

TODO Items and Checkboxes

| | |
|---|------------------------|
| rotate the state of the current item | C-c C-t |
| select next/previous state | S-LEFT/RIGHT |
| select next/previous set | C-S-LEFT/RIGHT |
| toggle ORDERED property | C-c C-x o |
| view TODO items in a sparse tree | C-c C-v |
| view 3rd TODO keyword's sparse tree | C-3 C-c C-v |
| set the priority of the current item | C-c , [ABC] |
| remove priority cookie from current item | C-c , SPC |
| raise/lower priority of current item | S-UP/DOWN ³ |
| insert new checkbox item in plain list | M-S-RET |
| toggle checkbox(es) in region/entry/at point | C-c C-x C-b |
| toggle checkbox at point | C-c C-c |
| update checkbox statistics (C-u : whole file) | C-c # |

Tags

| | |
|--|-------------|
| set tags for current heading | C-c C-q |
| realign tags in all headings | C-u C-c C-q |
| create sparse tree with matching tags | C-c \ |
| globally (agenda) match tags at cursor | C-c C-o |

Properties and Column View

| | |
|---------------------------------------|--------------|
| set property | C-c C-x p |
| special commands in property lines | C-c C-c |
| next/previous allowed value | S-left/right |
| turn on column view | C-c C-x C-c |
| capture columns view in dynamic block | C-c C-x i |
| quit column view | q |
| next/previous allowed value | S-left/right |
| next/previous allowed value | n / p |
| edit value | e |
| edit allowed values list | a |
| show value | v |
| make column wider/narrower | > / < |
| move column left/right | M-left/right |
| add new column | M-S-right |
| Delete current column | M-S-left |

Timestamps

| | |
|--|---------------------------|
| prompt for date and insert timestamp | C-c . |
| like C-c . but insert date and time format | C-u C-c . |
| like C-c . but make stamp inactive | C-c ! |
| insert DEADLINE timestamp | C-c C-d |
| insert SCHEDULED timestamp | C-c C-s |
| create sparse tree with all deadlines due | C-c / d |
| the time between 2 dates in a time range | C-c C-y |
| change timestamp at cursor by ±1 day | S-RIGHT/LEFT ³ |
| change year/month/day at cursor by ±1 | S-UP/DOWN ³ |
| access the calendar for the current date | C-c > |
| insert timestamp matching date in calendar | C-c < |
| access agenda for current date | C-c C-o |
| select date while prompted | mouse-1/RET |
| toggle custom format display for dates/times | C-c C-x C-t |

Clocking time

| | |
|---------------------------------------|-------------|
| start clock on current item | C-c C-x C-i |
| stop clock on current item | C-c C-x C-o |
| cancel current clock | C-c C-x C-x |
| display total subtree times | C-c C-x C-d |
| remove displayed times | C-c C-c |
| insert/update table with clock report | C-c C-x C-r |

Agenda Views

| | |
|--|----------------------|
| add/move current file to front of agenda | C-c [|
| remove current file from your agenda | C-c] |
| cycle through agenda file list | C-' |
| set/remove restriction lock | C-c C-x </> |
| compile agenda for the current week | C-c a a ¹ |
| compile global TODO list | C-c a t ¹ |
| compile TODO list for specific keyword | C-c a T ¹ |
| match tags, TODO kwds, properties | C-c a m ¹ |
| match only in TODO entries | C-c a M ¹ |
| find stuck projects | C-c a # ¹ |
| show timeline of current org file | C-c a L ¹ |
| configure custom commands | C-c a C ¹ |
| agenda for date at cursor | C-c C-o |

Commands available in an agenda buffer

| | |
|--|-------------|
| View Org file | |
| show original location of item | SPC/mouse-3 |
| show and recenter window | L |
| goto original location in other window | TAB/mouse-2 |
| goto original location, delete other windows | RET |
| show subtree in indirect buffer, ded. frame | b |
| toggle follow-mode | f |
| Change display | |
| delete other windows | o |
| switch to day/week/month/year view | d w m y |
| toggle inclusion of diary entries | D |
| toggle time grid for daily schedule | G |
| toggle display of logbook entries | l |
| toggle inclusion of archived trees/files | v / C-u v |
| refresh agenda buffer with any changes | r / g |
| filter with repect to a tag | / |
| save all org-mode buffers | s |
| display next/previous day,week,... | RIGHT/LEFT |
| goto today / some date (prompt) | . / j |

Remote editing

| | |
|---|---------------------------|
| digit argument | 0-9 |
| change state of current TODO item | t |
| kill item and source | C-k |
| archive the subtree (file/tag/sibling) | \$ / a / A |
| show tags of current headline | T |
| set tags for current headline/region | : |
| set priority of current item | p |
| raise/lower priority of current item | S-UP/DOWN ³ |
| display weighted priority of current item | P |
| run an attachment command | C-c C-a |
| schedule/set deadline for this item | C-c C-s/d |
| change timestamp to one day earlier/later | S-LEFT/RIGHT ³ |
| change timestamp to today | > |
| insert new entry into diary | i |

| | |
|---|-----------|
| start/stop/cancel the clock on current item | I / 0 / X |
| jump to running clock entry | J |

Misc

| | |
|---------------------------|---------|
| open link in current line | C-c C-o |
|---------------------------|---------|

Calendar commands

| | |
|---|---|
| find agenda cursor date in calendar | c |
| compute agenda for calendar cursor date | c |
| show phases of the moon | M |
| show sunrise/sunset times | S |
| show holidays | H |
| convert date to other calendars | C |

Quit and Exit

| | |
|--|---|
| quit agenda, remove agenda buffer | q |
| exit agenda, remove all agenda buffers | x |

LaTeX and cdlatex-mode

| | |
|--|-------------|
| preview LaTeX fragment | C-c C-x C-l |
| expand abbreviation (cdlatex-mode) | TAB |
| insert/modify math symbol (cdlatex-mode) | ' / ' |
| insert citation using RefTeX | C-c C-x [|

Exporting and Publishing

Exporting creates files with extensions *.txt* and *.html* in the current directory. Publishing puts the resulting file into some other place.

| | |
|--|-----------|
| export/publish dispatcher | C-c C-e |
| export visible part only | C-c C-e v |
| insert template of export options | C-c C-x t |
| toggle fixed width for entry or region | C-c : |

Comments: Text not being exported

Text before the first headline is not considered part of the document and is therefore never exported. Lines starting with # are comments and are not exported. Subtrees whose header starts with COMMENT are never exported.

| | |
|---------------------------------|-------|
| toggle COMMENT keyword on entry | C-c ; |
|---------------------------------|-------|

Dynamic Blocks

| | |
|-------------------------------|-----------------|
| update dynamic block at point | C-c C-x C-u |
| update all dynamic blocks | C-u C-c C-x C-u |

Notes

¹ This is only a suggestion for a binding of this command. Choose your own key as shown under INSTALLATION.

² After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.

³ Keybinding affected by **org-support-shift-select** and **org-replace-disputed-keys**.