

# Org-Mode Reference Card (1/2)

(for version 5.11)

## Getting Started

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

For the many customization options try M-x org-customize  
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  
show the whole file C-c C-a  
reveal context around point C-c C-r  
show subtree in indirect buffer, ded. frame C-c C-k

## 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<sup>3</sup>

## 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  
promote current heading up one level M-LEFT  
demote current heading down one level M-RIGHT  
promote current subtree up one level M-S-LEFT  
demote current subtree down one level M-S-RIGHT  
move subtree/list item up/down M-S-UP/DOWN  
kill subtree C-c C-x C-w  
copy subtree C-c C-x M-w  
yank subtree C-c C-x C-y  
narrow buffer to current subtree C-x n s

## Archiving

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

## Filtering and Sparse Trees

show sparse tree for all matches of a regexp C-c /  
view TODO's in sparse tree C-c C-v  
global TODO list in agenda mode C-c t<sup>1</sup>  
create sparse tree with all deadlines due C-c C-w  
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

### 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 -  
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 coordinate grid C-c }  
toggle formula 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<sup>1</sup>  
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

### Internal Links

<<My Target>> target  
<<<My Target>>> radio target<sup>2</sup>  
[[\*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 5.11)

## 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         |
| 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 <sup>3</sup> |
| 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                |
| checkbox statistics cookies: insert [/] or [%] |                        |
| update checkbox statistics (C-u : whole file)  | C-c #                  |

## Tags

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

## Properties and Column View

|                                    |              |
|------------------------------------|--------------|
| 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  |
| 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 the time between 2 dates in a time range | C-c C-w                   |
| change timestamp at cursor by ±1 day   | C-c C-y                   |
| change year/month/day at cursor by ±1  | S-RIGHT/LEFT <sup>3</sup> |
| access the calendar for the current date   | S-UP/DOWN <sup>3</sup>    |
| insert timestamp matching date in calendar   | C-c >                     |
| access agenda for current date   | C-c <                     |
| Select date while prompted   | C-c C-o                   |
| Toggle custom format display for dates/times                                       | mouse-1/RET               |
|  | 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-'                  |
| compile agenda for the current week      | C-c a a <sup>1</sup> |
| compile global TODO list                 | C-c a t <sup>1</sup> |
| compile TODO list for specific keyword   | C-c a T <sup>1</sup> |
| match tags in agenda files               | C-c a m <sup>1</sup> |
| match tags in TODO entries               | C-c a M <sup>1</sup> |
| find stuck projects                      | C-c a # <sup>1</sup> |
| show timeline of current org file        | C-c a L <sup>1</sup> |
| configure custom commands                | C-c a C <sup>1</sup> |
| configure stuck projects                 | C-c a ! <sup>1</sup> |
| agenda for date at cursor                | C-c C-o              |

## Commands available in an agenda buffer

|  |             |
|--|-------------|
| <b>View Org file</b>                         |             |
| 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           |
| <b>Change display</b>                        |             |
| 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           |
| refresh agenda buffer with any changes       | r           |
| save all org-mode buffers                    | s           |
| display the following org-agenda-ndays       | RIGHT       |
| display the previous org-agenda-ndays        | LEFT        |
| goto today                                   | .           |

## Remote editing

|   |                           |
|---|---------------------------|
| digit argument                            | 0-9                       |
| change state of current TODO item         | t                         |
| kill item and source                      | C-k                       |
| archive the subtree                       | \$                        |
| show tags of current headline             | T                         |
| set tags for current headline/region      | :                         |
| toggle ARCHIVE tag                        | a                         |
| set priority of current item              | p                         |
| raise/lower priority of current item      | S-UP/DOWN <sup>3</sup>    |
| display weighted priority of current item | P                         |
| schedule/set deadline for this item       | C-c C-s/d                 |
| change timestamp to one day earlier/later | S-LEFT/RIGHT <sup>3</sup> |
| 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 |

## Calendar and Diary Integration

Include Emacs diary entries into Org-mode agenda with:  
(setq org-agenda-include-diary t)

## LaTeX and cldlatex-mode

|   |             |
|---|-------------|
| preview LaTeX fragment                    | C-c C-x C-1 |
| Expand abbreviation (cldlatex-mode)       | TAB         |
| Insert/modify math symbol (cldlatex-mode) | ' / '       |

## 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

<sup>1</sup> This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

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

<sup>3</sup> Keybinding affected by org-CUA-compatibility.

Copyright © 2007 Free Software Foundation, Inc.  
v5.11 for Org-Mode 5.11, 2007  
Author: Philip Rooke

based on refcard design and format by Stephen Gildea

Permission is granted to make and distribute copies of this card provided the copyright notice and this permission notice are preserved on all copies.