

# g Org-Mode Reference Card (1/2)

(for version 4.46)

## 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
```

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`

## 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 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`  
mark fully done children `C-u C-c C-x C-a`  
force cycling of an ARCHIVED tree `C-TAB`  
move subtree to archive file `C-c $`  
move all fully done children `C-u C-c $`  
To set archive location for current file, add a line like<sup>2</sup>:  
`#+ARCHIVE: archfile::* Archived Tasks`

## 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`  
move the current column right `M-RIGHT`  
kill the current column `M-S-LEFT`  
insert new column to left of cursor position `M-S-RIGHT`  
move the current row up `M-UP`  
move the current row down `M-DOWN`  
kill the current row or horizontal line `M-S-UP`  
insert new row above the current row `M-S-DOWN`  
insert horizontal line below the current row `C-c -`  
insert horizontal line above the current row `C-u 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`

### Calculations (in combination with Emacs calc package)

set and eval column formula `C-c =`  
set and eval named-field formula `C-u C-c =`  
edit formulas in separate buffer `C-c '`  
re-apply all stored equations to current line `C-c *`  
re-apply all stored equations to entire table `C-u C-c *`  
rotate calculation mark through `# * ! ^ _ $` `C-#`  
display column number cursor is in `C-c ?`  
sum numbers in current column/rectangle `C-c +`  
copy down with increment `S-RET`<sup>3</sup>

Formulas typed in field are executed by TAB, RET and C-c C-c.  
= introduces a column formula, := a named-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 3rd hline above to here `:=vsum(&III)`  
apply current column formula `=`

### 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`

### 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 ~`

## 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-u : in emacs) `C-c C-o`  
open link at point (3: in emacs) `mouse-2/3`  
jump back to last followed link(s) `C-c &`

### 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`

## Remember-mode Integration

See the manual for how to make remember.el use Org-mode links and files. The note-finishing command `C-c C-c` will first prompt for an org file. In the file, find a location with:

rotate subtree visibility `TAB`  
next heading `DOWN`  
previous heading `UP`

Insert the note with one of the following:

as sublevel of heading at cursor `RET`  
right here (cursor not on heading) `RET`  
before current heading `LEFT`  
after current heading `RIGHT`  
shortcut to end of buffer (cursor at buf-start) `RET`  
Abort `q`

## 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 4.46)

## TODO Items and Checkboxes

rotate the state of the current item	C-c C-t
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 priority of current item	S-UP <sup>3</sup>
lower priority of current item	S-DOWN <sup>3</sup>
#+SEQ_TODO: TODO TRY BLUFF DONE	todo workflow
#+TYP_TODO: Phil home work DONE	todo types
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

## 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
	mouse-1/RET

## 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

## LaTeX and cldatex-mode

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

## 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>
show timeline of current org file	C-c a L <sup>1</sup>
configure custom commands	C-c a C <sup>1</sup>
agenda for date at cursor	C-c C-o

To set categories, add lines like<sup>2</sup>:  
#+CATEGORY: MyCateg

### Commands available in an agenda buffer

#### View Org file

show original location of item	SPC
... also available with	mouse-3
show and recenter window	L
goto original location in other window	TAB
... also available with	mouse-2
goto original location, delete other windows	RET
toggle follow-mode	f

#### Change display

delete other windows	o
switch to daily / weekly view	d / w
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
show tags of current headline	T
set tags for current headline	:
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 the clock on current item (clock-in)	I
Stop the clock (clock-out)	O
Cancel current clock	X

#### 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)

## 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 :

### HTML formatting

make words <b>bold</b>	*bold*
make words <i>italic</i>	/italic/
make words <u>underlined</u>	_underlined_
sub- and superscripts	x <sup>^3</sup> , J <sub>dust</sub>
T <sub>E</sub> X-like macros	\alpha, \to
typeset lines in fixed width font	start with
tables are exported as HTML tables	start with
links become HTML links	http:... etc
include html tags	@<b>...@</b>

### Export options

Include additional information for export by putting these anywhere in the org file. Use M-TAB completion to make sure to get the right keywords. M-TAB again just after keyword is complete inserts examples.

the title to be shown	#+TITLE:
the author	#+AUTHOR:
authors email address	#+EMAIL:
language code for html	#+LANGUAGE:
free text description of file	#+TEXT:
... which can carry over multiple lines	#+TEXT:
settings for the export process	#+OPTIONS:

### 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.

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