

# Org-Mode Reference Card (1/2)

(for version 4.50)

## 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

## 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(&IIII)  
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:Regexps 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 4.50)

## 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  
#+TYP\_TODO: Phil home work DONE

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 [%] C-c #  
update checkbox statistics (C-u : whole file)

## 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  
remove current file from your agenda  
cycle through agenda file list

compile agenda for the current week  
compile global TODO list  
compile TODO list for specific keyword  
match tags in agenda files  
match tags in TODO entries  
show timeline of current org file  
configure custom commands  
agenda for date at cursor

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

C-c [ C-c ]  
C-,  
C-c a a<sup>1</sup>  
C-c a t<sup>1</sup>  
C-c a T<sup>1</sup>  
C-c a m<sup>1</sup>  
C-c a M<sup>1</sup>  
C-c a L<sup>1</sup>  
C-c a C<sup>1</sup>  
C-c C-o

## 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 **bold** \*bold\*  
make words *italic* /italic/  
make words underlined \_underlined\_  
sub- and superscripts x^3, J\_dust  
TeX-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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