

# Org-Mode Reference Card (1/2)

(for version 4.70)

## 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 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 C-x C-s  
move all fully done children C-u C-c C-x C-s  
To set archive location for current file, add a line like<sup>2</sup>:  
#+ARCHIVE: archive::\* 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 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 +  
copy down with increment S-RET<sup>3</sup>

### 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 4.70)

## 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 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
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

## 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>
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

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/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 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
kill item and source	C-k
archive the subtree	\$
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

#### Misc

Open link in current line	C-c C-o
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## 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>
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>

### 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 ;
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## 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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v4.70 for Org-Mode 4.70, 2007  
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based on refcard design and format by Stephen Gildea

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