

Org-Mode Reference Card (1/2)

(for version 4.12)

Getting Started

(add-to-list 'auto-mode-alist '(("\\.org\$" . org-mode))
(define-key global-map "\C-cl" 'org-store-link)²
(define-key global-map "\C-ca" 'org-agenda)²

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 heading C-c C-n
previous heading C-c C-p
next heading, same level C-c C-f
previous heading, same level C-c C-b
backward to higher level heading C-c C-u
jump to another place in document C-c C-j

Structure Editing

insert new heading/item at current level M-RET
insert new TODO entry 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 M-S-UP
move subtree/list item down M-S-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

archive subtree C-c \$
To set archive location for current file, add a line like³:
#+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 t²
create sparse tree with all deadlines due C-c C-w
time sorted view of current org file C-c C-r

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

TODO Items

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-UP⁴
lower priority of current item S-DOWN⁴

#+SEQ_TODO: TODO TRY BLUFF DONE
#+TYP_TODO: Phil home work DONE

todo workflow
todo types

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 C-w
the time between 2 dates in a time range C-c C-y
change timestamp at cursor by -1 day S-LEFT⁴
change timestamp at cursor by +1 day S-RIGHT⁴
change year/month/day at cursor by -1 S-DOWN⁴
change year/month/day at cursor by +1 S-UP⁴
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

Links

globally store link to the current location C-c l²
insert a link (TAB completes stored links) C-c C-l
insert file link with file name completion C-u 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
record a position in mark ring C-c %
jump back to last followed link(s) C-c &

Internal Links

<<My Target>> target
<<<My Target>>> radio target³
[[*this text]] find headline
[[this text]] find target or text in buffer

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 tgt/string
<file:projects.org:/regexp/> regexp search
<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
<shell:ls *.org> shell command
<gnus:group> GNUS group
<gnus:group#id> GNUS message
<vm|wl|mhe|rmail:folder> Mail folder
<vm|wl|mhe|rmail:folder#id> Mail message

Tables

Creating a table

insert a new Org-mode table M-x org-table-create
... or just start typing, e.g. |Name|Phone|Age RET | - TAB
convert region to table C-c C-c
... separator at least 3 spaces C-3 C-c 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

These need the Emacs calc package installed.

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 *
TAB, RET and C-c C-c trigger automatic recalculation in lines
starting with: | # |.

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-RET⁴

A formula can also be typed directly into into a field and will
executed by TAB, RET and C-c C-c. A leading = 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

toggle visibility of vertical lines C-c |
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 ~

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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 ²
compile global TODO list	C-c a t ²
compile TODO list for specific keyword	C-c a T ²
match tags in agenda files	C-c a m ²
agenda for date at cursor	C-c C-o
show timeline of current org file	C-c C-r

To set categories, add lines like³:

```
#+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
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	:
set priority of current item	p
raise/lower priority of current item	S-UP/DOWN ⁴
display weighted priority of current item	P
change timestamp to one day earlier/later	S-LEFT/RIGHT ⁴
change timestamp to today	>
insert new entry into diary	i

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

Exporting

Exporting creates files with extensions *.txt* and *.html* in the current directory.

export as ASCII file	C-c C-x a
export visible text only (e.g. for printing)	C-c C-x v
export as HTML file	C-c C-x h
export as HTML and open in browser	C-c C-x b
prefix arg sets nb. of headline levels, e.g.	C-3 C-c C-x h
export as iCalendar file	C-c C-x i
export all agenda files as iCalendar files	C-c C-x C-i
combine all agenda files to single iCal file	C-c C-x C-c
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 <i>italic</i>	/italic/
make words <u>underlined</u>	_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	@...@

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 - see below	#+OPTIONS:

Settings for the OPTIONS line

set number of headline levels for export	H:2
turn on/off section numbers	num:t
turn on/off table of contents	toc:t
turn on/off linebreak preservation	\n:nil
turn on/off quoted html tags	@:t
turn on/off fixed width sections	::t
turn on/off tables	:t
turn on/off TeX syntax for sub/super-scripts	^:t
turn on/off emphasised text	*:nil
turn on/off TeX macros	TeX:t

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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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
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Calendar and Diary Integration

To include entries from the Emacs diary in your Org-mode agenda:

```
(setq org-agenda-include-diary t)
```

To include the Org-mode agenda in the normal diary, make sure you're using the fancy diary display and in the ~/diary file add

```
&%(org-diary)
```

to include all the files listed in org-agenda-files. For more selective file inclusion use a line for each file:

```
&%(org-diary) ~/path/to/some/org-file.org
```

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

CUA and pc-select compatibility

Configure the variable org-CUA-compatibility to make Org-mode avoid the S-<cursor> bindings used by these modes. When set, Org-mode will change the following keybindings (also in the agenda buffer, but not during date selection). See note mark four⁴ throughout the reference card.

S-UP	→ M-p	S-DOWN	→ M-n
S-LEFT	→ M--	S-RIGHT	→ M++
S-RET	→ C-S-RET		

Notes

¹ The six autoload forms are only needed if Org-mode is not part of Emacs, or an XEmacs package.

² This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

³ After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.

⁴ Keybinding affected by org-CUA-compatibility.

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