

# Mode Reference Card (1/2)

(for version 4.78)

## Getting Started

`list 'auto-mode-alist '("\\.org$" . org-mode))`  
`key global-map "\C-cl" 'org-store-link)1`  
`key global-map "\C-ca" 'org-agenda)1`  
 many customization options try `M-x org-customize`  
 the on-line documentation try `M-x org-info`

## Utility Cycling

current subtree between states `TAB`  
 entire buffer between states `S-TAB`  
 the whole file `C-c C-a`  
 context around point `C-c C-r`  
 subtree in indirect buffer, ded. frame `C-c C-k`

## Navigation

previous heading `C-c C-n/p`  
 previous heading, same level `C-c C-f/b`  
 moved to higher level heading `C-c C-u`  
 moved to another place in document `C-c C-j`  
 moved to next plain list item `S-UP/DOWN3`

## Structure Editing

new heading/item at current level `M-RET`  
 new TODO entry/checkbox item `M-S-RET`  
 current heading up one level `M-LEFT`  
 current heading down one level `M-RIGHT`  
 current subtree up one level `M-S-LEFT`  
 current subtree down one level `M-S-RIGHT`  
 subtree/list item up/down `M-S-UP/DOWN`  
 subtree `C-c C-x C-w`  
 subtree `C-c C-x M-w`  
 subtree `C-c C-x C-y`  
 buffer to current subtree `C-x n s`

## Archiving

ARCHIVE tag `C-c C-x C-a`  
 archiving of an ARCHIVED tree `C-TAB`  
 subtree to archive file `C-c C-x C-s`

## Regexp and Sparse Trees

sparse tree for all matches of a regexp `C-c /`  
 TODO's in sparse tree `C-c C-v`  
 TODO list in agenda mode `C-c t1`  
 sparse tree with all deadlines due `C-c C-w`  
 condensed 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 l1`  
 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`

# Mode Reference Card (2/2)

(for version 4.78)

## 0 Items and Checkboxes

the state of the current item	C-c C-t
next/previous state	S-LEFT/RIGHT
next/previous set	C-S-LEFT/RIGHT
TODO items in a sparse tree	C-c C-v
TODO keyword's sparse tree	C-3 C-c C-v
priority of the current item	C-c , [ABC]
priority cookie from current item	C-c , SPC
over priority of current item	S-UP/DOWN <sup>3</sup>
toggle checkbox item in plain list	M-S-RET
checkbox(es) in region/entry/at point	C-c C-x C-b
checkbox at point	C-c C-c
checkbox statistics: insert [/] or [%]	
checkbox statistics (C-u : whole file)	C-c #

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

## stamps

for date and insert timestamp	C-c .
. but insert date and time format	C-u C-c .
. but make stamp inactive	C-c !
DEADLINE timestamp	C-c C-d
SCHEDULED timestamp	C-c C-s
sparse tree with all deadlines due	C-c C-w
between 2 dates in a time range	C-c C-y
timestamp at cursor by ±1 day	S-RIGHT/LEFT <sup>3</sup>
year/month/day at cursor by ±1	S-UP/DOWN <sup>3</sup>
the calendar for the current date	C-c >
timestamp matching date in calendar	C-c <
agenda for current date	C-c C-o
date while prompted	mouse-1/RET
custom format display for dates/times	C-c C-x C-t

## g time

clock on current item	C-c C-x C-i
clock on current item	C-c C-x C-o
current clock	C-c C-x C-x
total subtree times	C-c C-x C-d
displayed times	C-c C-c
update table with clock report	C-c C-x C-r

## X and cdlatex-mode

LaTeX fragment	C-c C-x C-1
abbreviation (cdlatex-mode)	TAB
modify math symbol (cdlatex-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 <sup>1</sup>
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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