

# Mode Reference Card (1/2)

(for version 6.10)

## ng 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

## ility Cycling

current subtree between states TAB  
entire buffer between states S-TAB  
property-dependent startup visibility C-u C-u TAB  
whole file, including drawers C-u C-u C-u TAB  
ntext around point C-c C-r

## on

vious heading C-c C-n/p  
vious heading, same level C-c C-f/b  
d to higher level heading C-c C-u  
another place in document C-c C-j  
/next plain list item S-UP/DOWN<sup>3</sup>

## ture Editing

w heading/item at current level M-RET  
w heading after subtree C-RET  
w TODO entry/checkbox item M-S-RET  
ODO entry/ckbx after subtree C-S-RET  
/demote heading M-LEFT/RIGHT  
/demote current subtree M-S-LEFT/RIGHT  
otree/list item up/down M-S-UP/DOWN  
otree C-c C-w  
ree C-c C-x C-w  
tree C-c C-x M-w  
tree C-c C-x C-y  
uffer to current subtree C-x n s  
striction to full buffer C-x n w

## iving

ARCHIVE tag C-c C-x a  
ling of an ARCHIVED tree C-TAB  
Attic Sibling C-c C-x A  
otree to archive file C-c C-x C-s

## ing and Sparse Trees

t a sparse tree by various criteria C-c /  
DO's in sparse tree C-c C-v  
ODO list in agenda mode C-c a t<sup>1</sup>  
ed 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 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  
edit code snippet of file at point C-c '

### Internal Links

```
<<My Target>> target
<<<My Target>>> radio target2
[[*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 6.10)

## ODO Items and Checkboxes

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

## Properties and Column View

|                               |              |
|-------------------------------|--------------|
| property                      | C-c C-x p    |
| commands in property lines    | C-c C-c      |
| previous allowed value        | S-left/right |
| column view                   | C-c C-x C-c  |
| columns view in dynamic block | C-c C-x i    |
| column view                   | q            |
| previous allowed value        | S-left/right |
| previous allowed value        | n / p        |
| edit                          | e            |
| saved values list             | a            |
| value                         | v            |
| column wider/narrower         | > / <        |
| column left/right             | M-left/right |
| column                        | M-S-right    |
| current column                | M-S-left     |

## Timestamps

|                                       |                           |
|---------------------------------------|---------------------------|
| 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 / d                   |
| 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               |

## 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 |

## 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-'                  |
| set/remove restriction lock              | C-c C-x </>          |
| 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, ODO kwds, properties         | C-c a m <sup>1</sup> |
| match only 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> |
| agenda for date at cursor                | C-c C-o              |

## 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 day/week/month/year view           | d w m y     |
| toggle inclusion of diary entries            | D           |
| toggle time grid for daily schedule          | G           |
| toggle display of logbook entries            | l           |
| toggle inclusion of archived trees/files     | v / C-u v   |
| refresh agenda buffer with any changes       | r / g       |
| filter with respect to a tag                 | /           |
| save all org-mode buffers                    | s           |
| display next/previous day,week,...           | RIGHT/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 (file/tag/sibling)    | \$ / a / A                |
| show tags of current headline             | T                         |
| set tags for current headline/region      | :                         |
| 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                         |
| run an attachment command                 | C-c C-a                   |
| 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/stop/cancel the clock on current item | I / 0 / X |
| jump to running clock entry                 | J         |

## Misc

|                           |         |
|---------------------------|---------|
| Open link in current line | C-c C-o |
|---------------------------|---------|

## 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)

## LaTeX and cdlatex-mode

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

## 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 :     |

## 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 your 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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