

# Org-Mode Reference Card (1/2)

(for version 9.0.4)

## Getting Started

To read the on-line documentation try **M-x org-info**

## Visibility Cycling

|   |                        |
|---|------------------------|
| rotate current subtree between states         | <b>TAB</b>             |
| rotate entire buffer between states           | <b>S-TAB</b>           |
| restore property-dependent startup visibility | <b>C-u C-u TAB</b>     |
| show the whole file, including drawers        | <b>C-u C-u C-u TAB</b> |
| reveal context around point                   | <b>C-c C-r</b>         |

## Motion

|                                   |                      |
|-----------------------------------|----------------------|
| next/previous heading             | <b>C-c C-n/p</b>     |
| next/previous heading, same level | <b>C-c C-f/b</b>     |
| backward to higher level heading  | <b>C-c C-u</b>       |
| jump to another place in document | <b>C-c C-j</b>       |
| previous/next plain list item     | <b>S-UP/DOWN</b> [2] |

## Structure Editing

|  |                                  |
|--|----------------------------------|
| insert new heading/item at current level   | <b>M-RET</b>                     |
| insert new heading after subtree           | <b>C-RET</b>                     |
| insert new TODO entry/checkbox item        | <b>M-S-RET</b>                   |
| insert TODO entry/ckbx after subtree       | <b>C-S-RET</b>                   |
| turn (head)line into item, cycle item type | <b>C-c -</b>                     |
| turn item/line into headline               | <b>C-c *</b>                     |
| promote/demote heading                     | <b>M-LEFT/RIGHT</b>              |
| promote/demote current subtree             | <b>M-S-LEFT/RIGHT</b>            |
| move subtree/list item up/down             | <b>M-UP/DOWN</b>                 |
| move the line at point up/down             | <b>M-S-UP/DOWN</b>               |
| sort subtree/region/plain-list             | <b>C-c ^</b>                     |
| clone a subtree                            | <b>C-c C-x c</b>                 |
| copy visible parts of the region           | <b>C-c C-x v</b>                 |
| kill/copy subtree                          | <b>C-c C-x C-w/M-w</b>           |
| yank subtree                               | <b>C-c C-x C-y</b> or <b>C-y</b> |
| narrow buffer to subtree / widen           | <b>C-x n s/w</b>                 |

## Capture - Refile - Archiving

|   |                    |
|---|--------------------|
| capture a new item (C-u C-u = goto last)  | <b>C-c c</b> [1]   |
| refile subtree (C-u C-u = goto last)      | <b>C-c C-w</b>     |
| archive subtree using the default command | <b>C-c C-x C-a</b> |
| move subtree to archive file              | <b>C-c C-x C-s</b> |
| toggle ARCHIVE tag / to ARCHIVE sibling   | <b>C-c C-x a/A</b> |
| force cycling of an ARCHIVED tree         | <b>C-TAB</b>       |

## Filtering and Sparse Trees

|   |                    |
|---|--------------------|
| construct a sparse tree by various criteria | <b>C-c /</b>       |
| view TODO's in sparse tree                  | <b>C-c / t/T</b>   |
| global TODO list in agenda mode             | <b>C-c a t</b> [1] |

## 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 | <b>C-c C-c</b> |
| re-align the table, move to next field       | <b>TAB</b>     |
| move to previous field                       | <b>S-TAB</b>   |
| re-align the table, move to next row         | <b>RET</b>     |
| move to beginning/end of field               | <b>M-a/e</b>   |

### Row and column editing

|  |                     |
|--|---------------------|
| move the current column left                 | <b>M-LEFT/RIGHT</b> |
| kill the current column                      | <b>M-S-LEFT</b>     |
| insert new column to left of cursor position | <b>M-S-RIGHT</b>    |
| move the current row up/down                 | <b>M-UP/DOWN</b>    |
| kill the current row or horizontal line      | <b>M-S-UP</b>       |
| insert new row above the current row         | <b>M-S-DOWN</b>     |
| insert hline below (C-u : above) current row | <b>C-c -</b>        |
| insert hline and move to line below it       | <b>C-c RET</b>      |
| sort lines in region                         | <b>C-c ^</b>        |

### Regions

cut/copy/paste rectangular region **C-c C-x C-w/M-w/C-y**

### Miscellaneous

|   |                             |
|---|-----------------------------|
| to limit column width to N characters, use  | <b>...  &lt;N&gt;  ...</b>  |
| edit the current field in a separate window | <b>C-c '</b>                |
| make current field fully visible            | <b>C-u TAB</b>              |
| export as tab-separated file                | <b>M-x org-table-export</b> |
| import tab-separated file                   | <b>M-x org-table-import</b> |
| sum numbers in current column/rectangle     | <b>C-c +</b>                |

### Tables created with the table.el package

|                                     |                |
|-------------------------------------|----------------|
| insert a new table.el table         | <b>C-c ~</b>   |
| recognize existing table.el table   | <b>C-c C-c</b> |
| convert table (Org-mode ↔ table.el) | <b>C-c ~</b>   |

### 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                    | <b> =\$1+\$2  </b>         |
| ... with printf format specification          | <b> =\$1+\$2;%.2f </b>     |
| ... with constants from constants.el          | <b> =\$1/\$c/\$cm  </b>    |
| sum from 2nd to 3rd hline                     | <b> :=vsum(@II..@III) </b> |
| apply current column formula                  | <b>  =  </b>               |
| set and eval column formula                   | <b>C-c =</b>               |
| set and eval field formula                    | <b>C-u C-c =</b>           |
| re-apply all stored equations to current line | <b>C-c *</b>               |
| re-apply all stored equations to entire table | <b>C-u C-c *</b>           |
| iterate table to stability                    | <b>C-u C-u C-c *</b>       |
| rotate calculation mark through # * ! ^ _ \$  | <b>C-#</b>                 |
| show line, column, formula reference          | <b>C-c ?</b>               |
| toggle grid / debugger                        | <b>C-c }/{</b>             |

### Formula Editor

|                                       |                    |
|---------------------------------------|--------------------|
| edit formulas in separate buffer      | <b>C-c '</b>       |
| exit and install new formulas         | <b>C-c C-c</b>     |
| exit, install, and apply new formulas | <b>C-u C-c C-c</b> |
| abort                                 | <b>C-c C-q</b>     |
| toggle reference style                | <b>C-c C-r</b>     |
| pretty-print Lisp formula             | <b>TAB</b>         |
| complete Lisp symbol                  | <b>M-TAB</b>       |
| shift reference point                 | <b>S-cursor</b>    |
| shift test line for column references | <b>M-up/down</b>   |
| scroll the window showing the table   | <b>M-S-up/down</b> |
| toggle table coordinate grid          | <b>C-c }</b>       |

## Links

|   |                    |
|---|--------------------|
| globally store link to the current location | <b>C-c l</b> [1]   |
| insert a link (TAB completes stored links)  | <b>C-c C-l</b>     |
| insert file link with file name completion  | <b>C-u C-c C-l</b> |
| edit (also hidden part of) link at point    | <b>C-c C-l</b>     |
| open file links in emacs                    | <b>C-c C-o</b>     |
| ...force open in emacs/other window         | <b>C-u C-c C-o</b> |
| open link at point                          | <b>mouse-1/2</b>   |
| ...force open in emacs/other window         | <b>mouse-3</b>     |
| record a position in mark ring              | <b>C-c %</b>       |
| jump back to last followed link(s)          | <b>C-c &amp;</b>   |
| find next link                              | <b>C-c C-x C-n</b> |
| find previous link                          | <b>C-c C-x C-p</b> |
| edit code snippet of file at point          | <b>C-c '</b>       |
| toggle inline display of linked images      | <b>C-c C-x C-v</b> |

## Working with Code (Babel)

|   |                  |
|---|------------------|
| execute code block at point                                       | <b>C-c C-c</b>   |
| open results of code block at point                               | <b>C-c C-o</b>   |
| check code block at point for errors                              | <b>C-c C-v c</b> |
| insert a header argument with completion                          | <b>C-c C-v j</b> |
| view expanded body of code block at point                         | <b>C-c C-v v</b> |
| view information about code block at point                        | <b>C-c C-v I</b> |
| go to named code block  | <b>C-c C-v g</b> |
| go to named result  | <b>C-c C-v r</b> |
| go to the head of the current code block                          | <b>C-c C-v u</b> |
| go to the next code block   | <b>C-c C-v n</b> |
| go to the previous code block                                     | <b>C-c C-v p</b> |
| demarcate a code block  | <b>C-c C-v d</b> |
| execute the next key sequence in the code                         | <b>C-c C-v x</b> |
| edit buffer   |                  |
| execute all code blocks in current buffer                         | <b>C-c C-v b</b> |
| execute all code blocks in current subtree                        | <b>C-c C-v s</b> |
| tangle code blocks in current file                                | <b>C-c C-v t</b> |
| tangle code blocks in supplied file                               | <b>C-c C-v f</b> |
| ingest all code blocks in supplied file into the Library of Babel | <b>C-c C-v i</b> |
| switch to the session of the current code block                   | <b>C-c C-v z</b> |
| load the current code block into a session                        | <b>C-c C-v l</b> |
| view sha1 hash of the current code block                          | <b>C-c C-v a</b> |

## 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 | <b>M-TAB</b> |
|------------------------|--------------|

# Org-Mode Reference Card (2/2)

(for version 9.0.4)

## 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 |
| toggle ORDERED property                       | C-c C-x o      |
| view TODO items in a sparse tree              | C-c / t        |
| view 3rd TODO keyword's sparse tree           | C-3 C-c / t    |
| set the priority of the current item          | C-c , [ABC]    |
| remove priority cookie from current item      | C-c , SPC      |
| raise/lower priority of current item          | S-UP/DOWN [2]  |
| 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        |
| update checkbox statistics (C-u : whole file) | C-c #          |

## Tags

|  |             |
|--|-------------|
| set tags for current heading           | C-c C-q     |
| realign tags in all headings           | C-u C-c C-q |
| create sparse tree with matching tags  | C-c \       |
| globally (agenda) match tags at cursor | C-c C-o     |

## Properties and Column View

|                                       |                     |
|---------------------------------------|---------------------|
| set property/effort                   | C-c C-x p/e         |
| special commands in property lines    | C-c C-c             |
| next/previous allowed value           | S-left/right        |
| turn on column view                   | C-c C-x C-c         |
| capture columns view in dynamic block | C-c C-x i           |
| quit column view                      | q                   |
| show full value                       | v                   |
| edit value                            | e                   |
| next/previous allowed value           | n/p or S-left/right |
| edit allowed values list              | a                   |
| make column wider/narrower            | > / <               |
| move column left/right                | M-left/right        |
| add new column                        | M-S-right           |
| Delete current column                 | M-S-left            |

## 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 / d   |
| the time between 2 dates in a time range   | C-c C-y   |
| change timestamp at cursor $\pm 1$ day     |           |