# Org-Mode Reference Card (1/2)

(for version 9.0.9)

## Getting Started

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` |
| restore property-dependent startup visibility | `C-u C-u TAB` |
| show the whole file, including drawers | `C-u C-u C-u TAB` |
| reveal context around point | `C-c C-r` |

## 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` | [2] |

## Structure Editing

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

## Capture - Refile - Archiving

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

## Filtering and Sparse Trees

| | | |
|---|---|---|
| construct a sparse tree by various criteria | `C-c /` | |
| view TODO's in sparse tree | `C-c / t/T` | |
| global TODO list in agenda mode | `C-c a t` | [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 | `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` |
| move to beginning/end of field | `M-a/e` |

### 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 -` |
| insert hline and move to line below it | `C-c RET` |
| sort lines in region | `C-c ^` |

### 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 | `...\| <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 grid / 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` | [1] |
| 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 '` | |
| toggle inline display of linked images | `C-c C-x C-v` | |

## Working with Code (Babel)

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

## 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 9.0.9)

## 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 ±1 day | |