### Contents

## 1 Learning Org Mode

## 1.1 Basic Setup and Navigation

- Install Emacs.
- Open a file with .org extension.
- Move the cursor, scroll, open, and save files.

## 1.2 Headings and Outlining

- Create hierarchical structure with asterisks.
- Experiment with different levels of headings.
- Use 'Tab' to collapse/expand subtrees.

## 1.3 Creating Lists and Tables

- Create bullet and numbered lists.
- Create tables using | and -.

#### 1.4 Text Formatting

- Bold: **bold**
- $\bullet$  Italic: italic
- Code: code

#### 1.5 Links and References

- Internal links: link
- External links: [Google](https://www.google.com)

#### 1.6 TODO Lists and Checkboxes

- TODO keywords: TODO, DONE
- Tasks: [ ] Task 1, [X] Task 2

## 1.7 Tags and Properties

• Tags: :tag1: :tag2:

• Properties: :PROPERTY: value

## 1.8 Clocking and Time Tracking

• Clock in: C-c C-x C-i

• Clock out: C-c C-x C-o

# 1.9 Agenda and Planning

• Agenda view: C-c a a

• SCHEDULED: <2023-08-15 >

• DEADLINE: <2023-08-31 >

#### 1.10 Exporting and Publishing

• Export to HTML: C-c C-e HTML

#### 1.11 Customization and Advanced Features

• Customize using M-x customize-group org

• Capturing templates, custom agenda views, etc.

#### 1.12 Practice and Community Resources

• Organize tasks and notes.

• Visit Org Mode manual: C-h i m Org RET

• Join Org Mode community forums.