

Org-Mode Reference Card (1/2)

(for version 9.4.6)

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 |
| toggle indented view | M-x org-indent-mode |

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 next key sequence in 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 and Template Insertion

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 |
| structure template (insert or wrap region) | C-c C-, |

Org-Mode Reference Card (2/2)

(for version 9.4.6)

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 x |
| 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 | S-RIGHT/LEFT [2] |
| change year/month/day at cursor by ± 1 | S-UP/DOWN [2] |
| access the calendar for the current date | C-c > |
| insert timestamp matching date in calendar | C-c < |
| access agenda for current date | C-c C-o |
| select date while prompted | mouse-1/RET |
| toggle 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/cancel clock on current item | C-c C-x C-o/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-x |

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 [1] |
| compile global TODO list | C-c a t [1] |
| compile TODO list for specific keyword | C-c a T [1] |
| match tags, TODO kwds, properties | C-c a m [1] |
| match only in TODO entries | C-c a M [1] |
| find stuck projects | C-c a # [1] |
| configure custom commands | C-c a C [1] |
| 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 | C-c C-x b |
| toggle follow-mode | F |

Change display

| | |
|-------------------------------------------|---------------|
| delete other windows | o |
| view mode dispatcher | v |
| switch to day/week/month/year/def view | d w vm vy vSP |
| toggle diary entries / time grid / habits | D / G / K |
| toggle entry text / clock report | E / R |
| toggle display of logbook entries | l / v 1/L/c |
| toggle inclusion of archived trees/files | v a/A |
| 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,... | f / b |
| goto today / some date (prompt) | . / j |

Remote editing

| | |
|----------------------------------------|-----------------|
| digit argument | 0-9 |
| change state of current TODO item | t |
| kill item and source | C-k |
| archive default | \$ / a |
| refile the subtree | C-c C-w |
| set/show tags of current headline | : / T |
| set effort property (prefix=nth) | e |
| set / compute priority of current item | , / P |
| raise/lower priority of current item | S-UP/DOWN[2] |
| run an attachment command | C-c C-a |
| schedule/set deadline for this item | C-c C-s/d |
| change timestamp one day earlier/later | S-LEFT/RIGHT[2] |
| change timestamp to today | > |
| insert new entry into diary | i |

| | |
|---------------------------------------------|-----------|
| start/stop/cancel the clock on current item | I / O / X |
| jump to running clock entry | J |
| mark / unmark / execute bulk action | m / u / B |

Misc

| | |
|------------------------------------------------|---------|
| follow one or offer all links in current entry | C-c C-o |
|------------------------------------------------|---------|

Calendar commands

| | |
|-----------------------------------------|---|
| find agenda cursor date in calendar | c |
| compute agenda for calendar cursor date | m |
| show phases of the moon | C |
| 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 |

LaTeX and cldatex-mode

| | |
|------------------------------------------|-------------|
| preview LaTeX fragment | C-c C-x C-1 |
| expand abbreviation (cldatex-mode) | TAB |
| insert/modify math symbol (cldatex-mode) | ' / ' |
| insert citation using RefTeX | C-c C-x [|

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 |
| toggle asynchronous export | C-c C-e C-a |
| toggle body/visible only export | C-c C-e C-b/v |
| toggle subtree export | C-c C-e C-s |
| insert template of export options | C-c C-e # |
| toggle fixed width for entry or region | C-c : |
| toggle pretty display of scripts, entities | C-c C-x \ |

Lines starting with # and subtrees starting 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

[1] This is only a suggestion for a binding of this command. Choose your own key as shown under ACTIVATION.

[2] Keybinding affected by **org-support-shift-select** and also **org-replace-disputed-keys**.