

# Org-Mode Reference Card (1/2)

(for version 9.4.5)

## 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>
toggle indented view	<b>M-x org-indent-mode</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[2]</b>

## 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 or 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 [1]</b>
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 [1]</b>

## Tables

### Creating a table

just start typing, e.g.	<b> Name Phone Age RET  -</b> <b>TAB</b>
convert region to table	<b>C-c  </b>
... separator at least 3 spaces	<b>C-3 C-c  </b>

### 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	<b>C-c C-x C-w/M-w/C-y</b>
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### 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 [1]</b>
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 next key sequence in code edit buffer	<b>C-c C-v x</b>
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 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	<b>M-TAB</b>
structure template (insert or wrap region)	<b>C-c C-,</b>

# Org-Mode Reference Card (2/2)

(for version 9.4.5)

## 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 $\pm 1$ day	S-RIGHT/LEFT [2]
change year/month/day at cursor by $\pm 1$	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
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## 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

## LaTeX and cldlatex-mode

preview LaTeX fragment	C-c C-x C-l
expand abbreviation (cldlatex-mode)	TAB
insert/modify math symbol (cldlatex-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 ;
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## 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**.