# Org-Mode Reference Card (1/2)

(for version 8.0)

# **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**

# 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]
time sorted view of current org file	C-c a L	

### **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 insert hline and move to line below it	C-c - 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
fill paragraph across selected cells	C-c C-q

#### Miscellaneous

to limit column width to N characters	s, use	<n>  </n>
edit the current field in a separate wi	ndow	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/recta	angle	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 $\leftrightarrow$ 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 with printf format specification with constants from constants.el sum from 2nd to 3rd hline   :=v: apply current column formula	=\$1+\$2    =\$1+\$2;%.2f   =\$1/\$c/\$cm   sum(@II@III)    =
set and eval column formula set and eval field formula re-apply all stored equations to current line re-apply all stored equations to entire table iterate table to stability rotate calculation mark through # *! ^_ \$	C-c = C-u C-c = C-c * C-u C-c * C-u C-c * C-u C-c * C-#
show line, column, formula reference toggle grid / debugger	C-c ? 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 insert a link (TAB completes stored links) insert file link with file name completion edit (also hidden part of) link at point	C-c 1 [1] C-c C-1 C-u C-c C-1 C-c C-1
open file links in emacsforce open in emacs/other window open link at pointforce open in emacs/other window record a position in mark ring jump back to last followed link(s) find next link find previous link edit code snippet of file at point toggle inline display of linked images	C-c C-o C-u C-c C-o mouse-1/2 mouse-3 C-c % C-c & C-c C-x C-n C-c C-x C-p C-c , C-c C-x C-v

# Working with Code (Babel)

execute code block at point open results of code block at point check code block at point for errors insert a header argument with completion view expanded body of code block at point view information about code block at point go to named code block go to named result go to the head of the current code block go to the next code block go to the previous code block demarcate a code block execute the next key sequence in the code	C-c C-c C-c C-v c C-c C-v j C-c C-v I C-c C-v g C-c C-v r C-c C-v u C-c C-v x
edit buffer execute all code blocks in current buffer execute all code blocks in current subtree tangle code blocks in current file tangle code blocks in supplied file ingest all code blocks in supplied file into the Library of Babel switch to the session of the current code block load the current code block into a session view shall hash of the current code block	C-c C-v b C-c C-v s C-c C-v t C-c C-v f C-c C-v i  C-c C-v z C-c C-v 1 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

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### **TODO Items and Checkboxes**

	C-c C-t -LEFT/RIGHT -S-LEFT/RIGHT C-c C-x o
view TODO items in a sparse tree view 3rd TODO keyword's sparse tree set the priority of the current item remove priority cookie from current item raise/lower priority of current item	C-c / t C-3 C-c / t C-c , [ABC] C-c , SPC S-UP/DOWN [2]
insert new checkbox item in plain list toggle checkbox(es) in region/entry/at point toggle checkbox at point update checkbox statistics (C-u: whole file)	C-c 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 show full value edit value next/previous allowed value edit allowed values list make column wider/narrower move column left/right add new column Delete current column	q v e n/p or S-left/right a > / < M-left/right M-S-right M-S-left

### Timestamps

prompt for date and insert timestamp like C-c . but insert date and time format like C-c . but make stamp inactive insert DEADLINE timestamp insert SCHEDULED timestamp create sparse tree with all deadlines due the time between 2 dates in a time range change timestamp at cursor $\pm 1$ day S-R change year/month/day at cursor by $\pm 1$	C-c . C-u C-c . C-c ! C-c C-d C-c C-s C-c / d C-c C-y IGHT/LEFT [2]
create sparse tree with all deadlines due	C-c / d
the time between 2 dates in a time range	С-с С-у
change timestamp at cursor $\pm 1$ day S-R	IGHT/LEFT [2]
change year/month/day at cursor by +1	a /p.o
change year/month/day at cursor by ±1	S-UP/DOWN [2]
access the calendar for the current date	S-UP/DUWN [2] C-c >
access the calendar for the current date	C-c >
access the calendar for the current date insert timestamp matching date in calendar	C-c > C-c <

### 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-r

# Agenda Views

add/move current file to front of agenda remove current file from your agenda cycle through agenda file list set/remove restriction lock	C-c C-x  C-c [	
compile agenda for the current week compile global TODO list compile TODO list for specific keyword match tags, TODO kwds, properties match only in TODO entries find stuck projects	C-c a a [1 C-c a t [1 C-c a T [1 C-c a m [1 C-c a M [1 C-c a # [1	
show timeline of current org file configure custom commands agenda for date at cursor	C-c a L [1 C-c a C [1 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

0
V
d w vm vy vSP
D / G / K
E / R
1 / v 1/L/c
v a/A
r / g
/
S
f / b
. / j

#### Remote editing

recinote carting		
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)	е	
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	
v		

start/stop/cancel the clock on current item jump to running clock entry mark / unmark / execute bulk action	I / O / X J 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	С
compute agenda for calendar cursor date	С
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 cdlatex-mode

preview LaTeX fragment	C-c C-x C-l
expand abbreviation (cdlatex-mode)	TAB
insert/modify math symbol (cdlatex-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
export visible part only	C-c C-e v
insert template of export options	C-c C-e t
toggle fixed width for entry or region	C-c :
toggle pretty display of scripts, entities	C-c C-x \

#### Comments: Text not being exported

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.

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