# Org-Mode Reference Card (1/2)

(for version 4.06)

# **Getting Started**

 $\label{limits} $$ (add-to-list 'auto-mode-alist '("\\corg*" . org-mode)) $$ (define-key global-map "\C-c1" 'org-store-link)^2 $$ (define-key global-map "\C-ca" 'org-agenda)^2 $$$ 

For the many customization options try \$M-x\$ org-customize 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
show the whole file	C-c C-a

# Motion

next heading	C-c $C-n$
previous heading	C-c C-p
next heading, same level	C-c C-f
previous heading, same level	C-c C-b
backward to higher level heading	C-c C-u
jump to another place in document	C-c C-j

# Structure Editing

insert new heading/item at current level insert new TODO entry	M-RET M-S-RET
promote current heading up one level demote current heading down one level promote current subtree up one level demote current subtree down one level	M-LEFT M-RIGHT M-S-LEFT M-S-RIGHT
move subtree/list item up move subtree/list item down kill subtree copy subtree yank subtree	M-S-UP M-S-DOWN C-c C-x C-w C-c C-x M-w C-c C-x C-y
archive subtree To set archive location for current file, add a #+ARCHIVE: archfile::* Archived Tasks	C-c \$ line like <sup>3</sup> :

# Filtering and Sparse Trees

show sparse tree for all matches of a regexp	C-c /
view TODO's in sparse tree	C-c C-v
global TODO list in agenda mode	C-c ${\tt t}^2$
create sparse tree with all deadlines due	C-c C-w
time sorted view of current org file	C-c C-r

# Tags

set tags for current heading	C-c C-c
realign tags in all headings	C-u C-c C-c
create sparse tree with matching tags	C-c \
globally (agenda) match tags at cursor	C-c C-o

## **TODO Items**

rotate the state of the current item	C-c C-t
view TODO items in a sparse tree	C-c C-v
view 3rd TODO keyword's sparse tree	C-3 C-c C-v
set the priority of the current item	C-c , [ABC]
remove priority cookie from current item	C-c , SPC
raise priority of current item	S-UP <sup>4</sup>
lower priority of current item	S-DOWN <sup>4</sup>
#+SEQ_TODO: TODO TRY BLUFF DONE	todo workflow
#+TYP_TODO: Phil home work DONE	todo types

# **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 by $-1$ day change timestamp at cursor by $+1$ day	C-c . C-u C-c . C-c ! C-c C-d C-c C-s C-c C-w C-c C-y S-LEFT <sup>4</sup> S-RIGHT <sup>4</sup>
change year/month/day at cursor by -1	S-DOWN <sup>4</sup>
change year/month/day at cursor by +1	${ t S-UP}^4$
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

## Links

globally store link to the current location	C-c 1 <sup>2</sup>
insert a link (TAB completes stored links)	C-c C-1
insert file link with file name completion	C-u C-c C-1
open file links in emacs (C-u: in emacs)	C-c C-o
open link at point (3: in emacs)	mouse-2/3
record a position in mark ring	C-c %
jump back to last followed link(s)	C-c &

### **Internal Links**

< <my target="">&gt;</my>	target
<< <my target="">&gt;&gt;</my>	radio target <sup>3</sup>
[[*this text]]	find headline
[[this text]]	find target or text in buffer

### **External Links**

<file: dominik="" home="" img="" mars.jpg=""></file:>	file, absolute
<file:papers last.pdf=""></file:papers>	file, relative
<file:projects.org::*that text=""></file:projects.org::*that>	find headline
<file:projects.org::find me=""></file:projects.org::find>	find tgt/string
<file:projects.org:: regexp=""></file:projects.org::>	regexp search
<http: www.astro.uva.nl="" ~dominik=""></http:>	on the web
<pre><mailto:adent@galaxy.net></mailto:adent@galaxy.net></pre>	EMail address
<news:comp.emacs></news:comp.emacs>	Usenet group
<bbdb:richard stallman=""></bbdb:richard>	BBDB person
<shell:ls *.org=""></shell:ls>	shell command
<gnus:group></gnus:group>	GNUS group
<gnus:group#id></gnus:group#id>	GNUS message
<pre><vm wl mhe rmail:folder></vm wl mhe rmail:folder></pre>	Mail folder
<pre><vm wl mhe rmail:folder#id></vm wl mhe rmail:folder#id></pre>	Mail message

## **Tables**

## Creating a table

insert a new Org-mode table	M-x org-table-create
or just start typing, e.g.	Name Phone Age RET  - TAB
convert region to table	C-c C-c
separator at least 3 spaces	C-3 C-c 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

### Row and column editing

move the current column left	M-LEFT
move the current column right	M-RIGHT
kill the current column	M-S-LEFT
insert new column to left of cursor position	M-S-RIGHT
move the current row up	M-UP
move the current row down	M-DOWN
kill the current row or horizontal line	M-S-UP
insert new row above the current row	M-S-DOWN
insert horizontal line below the current row	C-c -
insert horizontal line above the current row	C-u C-c -
sort lines in region	C-c ^

### Regions

cut rectangular region	C-c	C-x	C-M
copy rectangular region	C-c	C-x	M-w
paste rectangular region	C-c	C-x	С-у
fill paragraph across selected cells	C-c	C-q	

### Calculations

These need the Emacs calc package installed.

set and eval column formula	C-c =
set and eval named-field formula	C-u $C-c$ =
edit formulas in separate buffer	C-c '
re-apply all stored equations to current line	C-c *
re-apply all stored equations to entire table	C-u C-c *

TAB, RET and C-c C-c trigger automatic recalculation in lines starting with:  $\mid$  #  $\mid$ .

rotate calculation mark through # *! ^_\$	C-#
display column number cursor is in	C-c ?
sum numbers in current column/rectangle	C-c +
copy down with increment	S-RET

A formula can also be typed directly into into a field and will executed by TAB, RET and C-c C-c. A leading = introduces a column formula, := a named-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 3rd hline above to here	:=vsum(&III)
apply current column formula	=

### Miscellaneous

toggle visibility of vertical lines	C-c
export as tab-separated file	M-x org-table-export
import tab-separated file	M-x org-table-import

#### 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 ~

# Org-Mode Reference Card (2/2)

(for version 4.06)

# 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-,
compile agenda for the current week compile global TODO list compile TODO list for specific keyword match tags in agenda files agenda for date at cursor show timeline of current org file	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$

To set categories, add lines like<sup>3</sup>:

#+CATEGORY: MyCateg

### Commands available in an agenda buffer

### View Org file

show original location of item	SPC
also available with	mouse-3
show and recenter window	L
goto original location in other window	TAB
also available with	mouse-2
goto original location, delete other windows	RET
toggle follow-mode	f

### Change display

delete other windows	0
switch to daily / weekly view	d / w
toggle inclusion of diary entries	D
toggle time grid for daily schedule	g
toggle display of logbook entries	1
refresh agenda buffer with any changes	r
display the following org-agenda-ndays	RIGHT
display the previous org-agenda-ndays	LEFT
goto today	

### Remote editing

digit argument change state of current TODO item show tags of current headline set tags for current headline set priority of current item raise/lower priority of current item display weighted priority of current item change timestamp to one day earlier/later change timestamp to today insert new entry into diary	0-9 t T : p S-UP/DOWN <sup>4</sup> P S-LEFT/RIGHT <sup>4</sup> >
insert new entry into diary	i

#### 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

## Exporting

Exporting creates files with extensions .txt and .html in the current directory.

export as ASCII file	C-c C-x a
export visible text only (e.g. for printing)	C-c C-x v
export as HTML file	C-c C-x h
export as HTML and open in browser	C-c C-x b
prefix arg sets nb. of headline levels, e.g.	C-3 C-c C-x h
export as iCalendar file	C-c C-x i
export all agenda files as iCalendar files	C-c C-x C-i
combine all agenda files to single iCal file	C-c C-x C-c
insert template of export options	C-c C-x t
toggle fixed width for entry or region	C-c :

## HTML formatting

make words <b>bold</b>	*bold*
make words italic	/italic/
make words <u>underlined</u>	_underlined_
sub- and superscripts	$x^3$ , J_dust
T <sub>E</sub> X-like macros	\alpha, \to
typeset lines in fixed width font	start with :
tables are exported as HTML tables	start with
links become HTML links	http: etc
include html tags	@ <b>@</b>

### Export options

Include additional information for export by putting these anywhere in the org file. Use M-TAB completion to make sure to get the right keywords. M-TAB again just after keyword is complete inserts examples.

the title to be shown	#+TITLE:
the author	#+AUTHOR:
authors email address	#+EMAIL:
language code for html	#+LANGUAGE:
free text description of file	#+TEXT:
which can carry over multiple lines	#+TEXT:
settings for the export process - see below	#+OPTIONS:

#### Settings for the OPTIONS line

set number of headline levels for export	H:2
turn on/off section numbers	num:t
turn on/off table of contents	toc:t
turn on/off linebreak preservation	\n:nil
turn on/off quoted html tags	0:t
turn on/off fixed width sections	::t
turn on/off tables	:t
turn on/off TeX syntax for sub/super-scripts	^:t
turn on/off emphasised text	*:nil
turn on/off TeX macros	TeX:t

#### Comments: Text not being exported

Text before the first headline is not considered part of the document and is therefore never exported. Lines starting with # are comments and are not exported. Subtrees whose header starts with COMMENT are never exported.

toggle COMMENT keyword on entry C-c;

# Completion

In-buffer completion completes TODO keywords at headline start, TeX macros after "\", option keywords after "#-", TAGS after ":", and dictionary words elsewhere.

M-TAB

Complete word at point

## Calendar and Diary Integration

To include entries from the Emacs diary in your Org-mode agenda:

### (setq org-agenda-include-diary t)

To include the Org-mode agenda in the normal diary, make sure you're using the fancy diary display and in the ~/diary file add

### &%%(org-diary)

to include all the files listed in org-agenda-files. For more selective file inclusion use a line for each file:

&%%(org-diary) ~/path/to/some/org-file.org

## Remember-mode Integration

See the manual for how to make remember.el use Org-mode links and files. The note-finishing command C-c C-c will first prompt for an org file. In the file, find a location with:

rotate subtree visibility	TAB
next heading	DOWN
previous heading	UP

Insert the note with one of the following:

as sublevel of heading at cursor	RET
right here (cursor not on heading)	RET
before current heading	LEFT
after current heading	RIGHT
shortcut to end of buffer (cursor at buf-start)	RET
Abort	q

# CUA and pc-select compatibility

Configure the variable org-CUA-compatibility to make Orgmode avoid the S-<cursor> bindings used by these modes. When set, Org-mode will change the following keybindings (also in the agenda buffer, but not during date selection). See note mark four<sup>4</sup> throughout the reference card.

S-UP	$\rightarrow$ M-p	$\mathtt{S-DOWN} \longrightarrow \mathtt{M-n}$
S-LEFT	→ M	S-RIGHT $ ightarrow$ M-+
S-RET	$\rightarrow$ C-S-RET	

## Notes

- <sup>1</sup> The six autoload forms are only needed if Org-mode is not part of Emacs, or an XEmacs package.
- $^2$  This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.
- $^3$  After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.
- <sup>4</sup> Keybinding affected by org-CUA-compatibility.

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