

# Org-Mode Reference Card

(for version 9.7.39)

## Tables

### Creating a table

just start typing, e.g.  
convert region to table  
... separator at least 3 spaces

|Name|Phone|Age RET | - TAB

C-c |

C-3 C-c |

TAB

M-TAB

S-cursor

M-up/down

M-S-up/down

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

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 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  
back 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[?]

#### Structure Editing

insert new heading/item at current level M-RET  
insert new checkbox item C-RET  
insert new TODO entry/checkbox item M-S-RET  
insert TODO entry/ckbx after subtree C-S-RET  
turn (headline) 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-UP/DOWN  
move subtree/list item up/down M-S-UP/DOWN  
move the line at point up/down M-c ~

sort subtree/region/plain-list C-c C-x c

clone a subtree C-c C-x v

copy visible parts of the region C-c C-x C-y or C-y

kill/copy subtree C-c C-x n s/w

#### 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  $\leftrightarrow$  table.el) C-c ~

#### Spreadsheet

Formulas typed in field are executed by TAB, RET and C-c C-.  
= introduces a column formula, := a field formula.

Example: Add Col1 and Col2 I=\$1+\$2 |

... with print format specification I=\$1+\$2.%2f |

... with constants from constants.el I=\$1/\$c.\$cm |

sum from 2nd to 3rd line I:=vsum(@II..@III)|

apply current column formula I = I

set and eval column formula C-c =

set and eval field formula C-c \*

re-apply all stored equations to current line 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 J/{

## Formula Editor

edit formulas in separate buffer  
exit and install new formulas  
exit, install, and apply new formulas  
abort  
toggle reference style

pretty-print Lisp formula

complete Lisp symbol

shift reference point

shift test line for column references

scroll the window showing the table

toggle table coordinate grid

## 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

open file links in emacs

...force open in emacs/other window

open link at point

...force 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

## 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 next key sequence in code edit buffer

execute all code blocks in current buffer

execute all code blocks in current subtree

tangle code blocks in current file

C-c C-v f

ingest all code blocks in supplied file

C-c C-v i

Library of Babel

switch to the session of the current code block

C-c C-v z

C-c C-v l

load the current code block into a session

C-c C-v a

view hash of the current code block

## 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.

M-TAB

C-c C-

## Getting Started

To read the on-line documentation try M-x org-info  
(for version 9.7.39)

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re-apply all stored equations to current line 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 J/{

## Capture - Refile - Archiving

capture a new item (C-u C-u = goto last)  
refile subtree (C-u C-u = goto last)  
archive subtree using the default command  
move subtree to archive file  
toggle ARCHIVE tag / to ARCHIVE sibling  
force cycling of an ARCHIVED tree

C-c c [1]  
C-c C-w  
C-c C-x C-a  
C-c C-x C-s  
C-c C-x a/A  
C-c C-TAB

I=\$1+\$2.%2f |  
I=\$1/\$c.\$cm |  
I:=vsum(@II..@III)|

I = I

C-c =

C-c \*

C-u C-u C-c \*

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(for version 9.7.39)

## TODO Items and Checkboxes

rotate the state of the current item

select next/previous set

toggle ORDERED property

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

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)

## Tags

set tags for current heading

realign tags in all headings

create sparse tree with matching tags

globally (agenda) match tags at cursor

## Properties and Column View

S-LEFT/RIGHT

C-c C-t

C-c C-x C-i

C-c C-x C-o/x

C-c C-x C-d

C-c C-c

C-c C-x C-x

C-c C-x C-x

## 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

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

configure custom commands

agenda for date at cursor

View Org file

## Commands available in an agenda buffer

preview LaTeX fragment

expand abbreviation (cdlatax-mode)

insert/modify math symbol (cdlatex-mode)

insert citation using RefTeX

## 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

toggle asynchronous export

toggle body/visible only export

toggle subtree export

insert template of export options

toggle fixed width for entry or region

toggle pretty display of scripts, entities

Lines starting with # and subtrees starting with COMMENT

are never exported.

toggle COMMENT keyword on entry

C-c ;

update dynamic block at point

update all dynamic blocks

C-c C-x C-u

C-u C-c C-x C-u

C-c C-x C-o

C-c C-s/d

C-c C-s/d

C-c C-a

S-LEFT/RIGHT [2]

S-UP/DOWN [2]

C-c >

C-c <

C-c C-o

mouse-1/RET

C-c C-x C-t

## Remote editing

digit argument

change state of current TODO item

kill item and source

archive default

refile the subtree

set/show tags of current headline

set effort property (prefix=nth)

set / compute priority of current item

raise/lower priority of current item

run an attachment command

schedule/set deadline for this item

change timestamp one day earlier/later

change timestamp to today

insert new entry into diary

## Dynamic Blocks

preview LaTeX fragment

expand abbreviation (cdlatax-mode)

insert/modify math symbol (cdlatex-mode)

insert citation using RefTeX

C-c C-x C-1

TAB

' ,

C-c C-x [

C-c C-x C-1

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version 3 or later.

## 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 ± 1 day

change year/month/day at cursor by ± 1

access the calendar for the current date

insert timestamp matching date in calendar

access agenda for current date

select date while prompted

toggle custom format display for dates/times

## Calendar commands

find agenda cursor date in calendar

compute agenda for calendar cursor date

show phases of the moon

show sunrise/sunset times

show holidays

convert date to other calendars

C

Quit and Exit

quit agenda, remove agenda buffer

exit agenda, remove all agenda buffers

q

x

## LaTeX and cdlatex-mode

preview LaTeX fragment

expand abbreviation (cdlatax-mode)

insert/modify math symbol (cdlatex-mode)

insert citation using RefTeX

C-c C-x C-1

TAB

' ,

C-c C-x [

C-c C-x C-1

C-c C-x C-1