

# Org-Mode Reference Card

(for version 9.7.11)

## 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-c 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  
convert region to table RET TAB  
... separator at least 3 spaces C-c |  
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  
... with printf format specification  
... with constants from constants.el  
sum from 2nd to 3rd hline  
apply current column formula  
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 # \* ! ^ - \$  
show line, column, formula reference  
toggle grid / debugger

|=\$1+\$2 |  
|=\$1+\$2;%2f |  
|=\$1/\$c/\$cm |  
|:=vsum(@II..@III)|  
| = |  
C-c =  
C-u C-c =  
C-c \*  
C-u C-c \*  
C-u C-u C-c \*  
C-#  
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 | C-c l [1]   |
| insert a link (TAB completes stored links)  | C-c C-1     |
| insert file link with file name completion  | C-u C-c C-1 |
| edit (also hidden part of) link at point    | C-c C-1     |
| 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 1 |
| 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. | M-TAB   |
| complete word at point  | C-c C-, |

# Org-Mode Reference Card

(for version 9.7.11)

## 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

show and recenter window

goto original location in other window

goto original location, delete other windows

show subtree in indirect buffer, ded. frame

toggle follow-mode

### Change display

delete other windows

view mode dispatcher

switch to day/week/month/year/def view

toggle diary entries / time grid / habits

toggle entry text / clock report

toggle display of logbook entries

toggle inclusion of archived trees/files

refresh agenda buffer with any changes

filter with respect to a tag

save all org-mode buffers

display next/previous day,week,...

goto today / some date (prompt)

### 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

S-LEFT/RIGHT[2]

>

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

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 cdlatex-mode

preview LaTeX fragment

C-c C-x C-1

expand abbreviation (cdlatex-mode)

TAB

' / '

insert/modify math symbol (cdlatex-mode)

C-c C-x [

insert citation using RefTeX

C-c C-

## 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

## 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`.

Copyright © 2025 Free Software Foundation, Inc.

v9.7.11 for Org-Mode 9.7.11, 2024

Author: Philip Rooke

based on refcard design and format by Stephen Gildea

Released under the terms of the GNU General Public License

version 3 or later.

For more Emacs documentation, and the TeX source for this card, see the Emacs distribution, or <https://www.gnu.org/software/emacs>