

Org-Mode Reference Card (1/2)

(for version 7.8.11)

Getting Started

To read the on-line documentation try `M-x org-info`

Visibility Cycling

| | |
|---|------------------------------|
| rotate current subtree between states | <code>TAB</code> |
| rotate entire buffer between states | <code>S-TAB</code> |
| restore property-dependent startup visibility | <code>C-u C-u TAB</code> |
| show the whole file, including drawers | <code>C-u C-u C-u TAB</code> |
| reveal context around point | <code>C-c C-r</code> |

Motion

| | |
|-----------------------------------|----------------------------|
| next/previous heading | <code>C-c C-n/p</code> |
| next/previous heading, same level | <code>C-c C-f/b</code> |
| backward to higher level heading | <code>C-c C-u</code> |
| jump to another place in document | <code>C-c C-j</code> |
| previous/next plain list item | <code>S-UP/DOWN</code> [2] |

Structure Editing

| | |
|--|--|
| insert new heading/item at current level | <code>M-RET</code> |
| insert new heading after subtree | <code>C-RET</code> |
| insert new TODO entry/checkbox item | <code>M-S-RET</code> |
| insert TODO entry/ckbx after subtree | <code>C-S-RET</code> |
| turn (head)line into item, cycle item type | <code>C-c -</code> |
| turn item/line into headline | <code>C-c *</code> |
| promote/demote heading | <code>M-LEFT/RIGHT</code> |
| promote/demote current subtree | <code>M-S-LEFT/RIGHT</code> |
| move subtree/list item up/down | <code>M-S-UP/DOWN</code> |
| sort subtree/region/plain-list | <code>C-c ^</code> |
| clone a subtree | <code>C-c C-x c</code> |
| copy visible text | <code>C-c C-x v</code> |
| kill/copy subtree | <code>C-c C-x C-w/M-w</code> |
| yank subtree | <code>C-c C-x C-y</code> or <code>C-y</code> |
| narrow buffer to subtree / widen | <code>C-x n s/w</code> |

Capture - Refile - Archiving

| | |
|---|--------------------------|
| capture a new item (<code>C-u C-u = goto last</code>) | <code>C-c c</code> [1] |
| refile subtree (<code>C-u C-u = goto last</code>) | <code>C-c C-w</code> |
| archive subtree using the default command | <code>C-c C-x C-a</code> |
| move subtree to archive file | <code>C-c C-x C-s</code> |
| toggle ARCHIVE tag / to ARCHIVE sibling | <code>C-c C-x a/A</code> |
| force cycling of an ARCHIVED tree | <code>C-TAB</code> |

Filtering and Sparse Trees

| | |
|---|--------------------------|
| construct a sparse tree by various criteria | <code>C-c /</code> |
| view TODO's in sparse tree | <code>C-c / t/T</code> |
| global TODO list in agenda mode | <code>C-c a t</code> [1] |
| time sorted view of current org file | <code>C-c a L</code> |

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 | <code>C-c C-c</code> |
| re-align the table, move to next field | <code>TAB</code> |
| move to previous field | <code>S-TAB</code> |
| re-align the table, move to next row | <code>RET</code> |
| move to beginning/end of field | <code>M-a/e</code> |

Row and column editing

| | |
|--|---------------------------|
| move the current column left | <code>M-LEFT/RIGHT</code> |
| kill the current column | <code>M-S-LEFT</code> |
| insert new column to left of cursor position | <code>M-S-RIGHT</code> |
| move the current row up/down | <code>M-UP/DOWN</code> |
| kill the current row or horizontal line | <code>M-S-UP</code> |
| insert new row above the current row | <code>M-S-DOWN</code> |
| insert hline below (<code>C-u</code> : above) current row | <code>C-c -</code> |
| insert hline and move to line below it | <code>C-c RET</code> |
| sort lines in region | <code>C-c ^</code> |

Regions

| | |
|--------------------------------------|----------------------------------|
| cut/copy/paste rectangular region | <code>C-c C-x C-w/M-w/C-y</code> |
| fill paragraph across selected cells | <code>C-c C-q</code> |

Miscellaneous

| | |
|---|-----------------------------------|
| to limit column width to N characters, use | <code>... <N> ...</code> |
| edit the current field in a separate window | <code>C-c ‘</code> |
| make current field fully visible | <code>C-u TAB</code> |
| export as tab-separated file | <code>M-x org-table-export</code> |
| import tab-separated file | <code>M-x org-table-import</code> |
| sum numbers in current column/rectangle | <code>C-c +</code> |

Tables created with the table.el package

| | |
|---|----------------------|
| insert a new <code>table.el</code> table | <code>C-c ~</code> |
| recognize existing <code>table.el</code> table | <code>C-c C-c</code> |
| convert table (Org-mode ↔ <code>table.el</code>) | <code>C-c ~</code> |

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 `|=$1+$2 |`
... with printf format specification `|=$1+$2;%f|`
... with constants from `constants.el` `|=$1/$c/$cm |`
sum from 2nd to 3rd hline `|:=vsum(@II..@III)|`
apply current column formula `| = |`
set and eval column formula `C-c =`
set and eval field formula `C-u C-c =`
re-apply all stored equations to current line `C-c *`
re-apply all stored equations to entire table `C-u 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 }/{`

Formula Editor

| | |
|---------------------------------------|--------------------------|
| edit formulas in separate buffer | <code>C-c ’</code> |
| exit and install new formulas | <code>C-c C-c</code> |
| exit, install, and apply new formulas | <code>C-u C-c C-c</code> |
| abort | <code>C-c C-q</code> |
| toggle reference style | <code>C-c C-r</code> |
| pretty-print Lisp formula | <code>TAB</code> |
| complete Lisp symbol | <code>M-TAB</code> |
| shift reference point | <code>S-cursor</code> |
| shift test line for column references | <code>M-up/down</code> |
| scroll the window showing the table | <code>M-S-up/down</code> |
| toggle table coordinate grid | <code>C-c }</code> |

Links

| | |
|--|--------------------------|
| globally store link to the current location | <code>C-c l</code> [1] |
| insert a link (<code>TAB</code> completes stored links) | <code>C-c C-l</code> |
| insert file link with file name completion | <code>C-u C-c C-l</code> |
| edit (also hidden part of) link at point | <code>C-c C-l</code> |
| open file links in emacs | <code>C-c C-o</code> |
| ...force open in emacs/other window | <code>C-u C-c C-o</code> |
| open link at point | <code>mouse-1/2</code> |
| ...force open in emacs/other window | <code>mouse-3</code> |
| record a position in mark ring | <code>C-c %</code> |
| jump back to last followed link(s) | <code>C-c &</code> |
| find next link | <code>C-c C-x C-n</code> |
| find previous link | <code>C-c C-x C-p</code> |
| edit code snippet of file at point | <code>C-c ’</code> |
| toggle inline display of linked images | <code>C-c C-x C-v</code> |

Working with Code (Babel)

| | |
|--|------------------------|
| execute code block at point | <code>C-c C-c</code> |
| open results of code block at point | <code>C-c C-o</code> |
| check code block at point for errors | <code>C-c C-v c</code> |
| insert a header argument with completion | <code>C-c C-v j</code> |
| view expanded body of code block at point | <code>C-c C-v v</code> |
| view information about code block at point | <code>C-c C-v I</code> |
| go to named code block | <code>C-c C-v g</code> |
| go to named result | <code>C-c C-v r</code> |
| go to the head of the current code block | <code>C-c C-v u</code> |
| go to the next code block | <code>C-c C-v n</code> |
| go to the previous code block | <code>C-c C-v p</code> |
| demarcate a code block | <code>C-c C-v d</code> |
| execute the next key sequence in the code | <code>C-c C-v x</code> |
| edit buffer | |
| execute all code blocks in current buffer | <code>C-c C-v b</code> |
| execute all code blocks in current subtree | <code>C-c C-v s</code> |
| tangle code blocks in current file | <code>C-c C-v t</code> |
| tangle code blocks in supplied file | <code>C-c C-v f</code> |
| ingest all code blocks in supplied file into the | <code>C-c C-v i</code> |
| Library of Babel | |
| switch to the session of the current code block | <code>C-c C-v z</code> |
| load the current code block into a session | <code>C-c C-v l</code> |
| view sha1 hash of the current code block | <code>C-c C-v a</code> |

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 | <code>M-TAB</code> |
|------------------------|--------------------|

Org-Mode Reference Card (2/2)

(for version 7.8.11)

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 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/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 i |
| 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-r |

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] |
| show timeline of current org file | C-c a L [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 / 0 / 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 cldatex-mode

| | |
|--|-------------|
| preview LaTeX fragment | C-c C-x C-1 |
| expand abbreviation (cldatex-mode) | TAB |
| insert/modify math symbol (cldatex-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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