

# Org-Mode Reference Card (1/2)

(for version 7.7)

## 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 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

|  |                    |
|--|--------------------|
| 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-S-UP/DOWN        |
| sort subtree/region/plain-list             | C-c ^              |
| clone a subtree                            | C-c C-x c          |
| copy visible text                          | 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-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 | 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 |
| fill paragraph across selected cells | C-c C-q             |

### 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 `|=$1+$2 |`  
... with printf format specification `|=$1+$2;%.2f|`  
... with constants from constants.el `|=$1/$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 `C-c ‘`  
exit and install new formulas `C-c C-c`  
exit, install, and apply new formulas `C-u 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/do`  
toggle table coordinate grid `C-c }`

## Links

|   |           |
|---|-----------|
| globally store link to the current location | C-c l     |
| insert a link (TAB completes stored links)  | C-c C-l   |
| insert file link with file name completion  | C-u C-c C |
| edit (also hidden part of) link at point    | C-c C-l   |
| open file links in emacs                    | C-c C-o   |
| ...force open in emacs/other window         | C-u C-c C |
| 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 |
| find previous link                          | C-c C-x C |
| edit code snippet of file at point          | C-c ‘     |
| toggle inline display of linked images      | C-c C-x C |

## 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 the next key sequence in the code                         | C-c C-v x |
| edit buffer   |           |
| 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 l |
| view sha1 hash of the current code block                          | C-c C-v a |

## Completion

In-buffer completion completes TODO keywords at head of line, TeX macros after “\”, option keywords after “#-”, T after “:”, and dictionary words elsewhere.

|                        |       |
|------------------------|-------|
| complete word at point | M-TAB |
|------------------------|-------|

# Org-Mode Reference Card (2/2)

(for version 7.7)

## 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 l/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 / 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 cldatex-mode

|  |           |
|--|-----------|
| preview LaTeX fragment                   | C-c C-x C |
| 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 current directory. Publishing puts the resulting file into 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     |
| update all dynamic blocks     | C-u C-c C-x C |

## 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 **org-replace-disputed-keys**.

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