

Org-Mode Reference Card (1/2)

(for version 6.16c)

Getting Started

```
(add-to-list 'auto-mode-alist '("\\.org$" . org-mode))
(define-key global-map "\C-cl" 'org-store-link)1
(define-key global-map "\C-ca" 'org-agenda)1
```

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
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

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/DOWN³

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

promote/demote heading M-LEFT/RIGHT
promote/demote current subtree M-S-LEFT/RIGHT

move subtree/list item up/down M-S-UP/DOWN
refile subtree C-c C-w
kill subtree C-c C-x C-w
copy subtree C-c C-x M-w
yank subtree C-c C-x C-y or C-y
narrow buffer to current subtree C-x n s
widen restriction to full buffer C-x n w

Archiving

toggle ARCHIVE tag C-c C-x a
force cycling of an ARCHIVED tree C-TAB
move to Attic Sibling C-c C-x A
move subtree to archive file C-c C-x C-s

Filtering and Sparse Trees

construct a sparse tree by various criteria C-c /
view TODO's in sparse tree C-c C-v
global TODO list in agenda mode C-c a t¹
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

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 -
sort lines in region C-c ^

Regions

cut rectangular region C-c C-x C-w
copy rectangular region C-c C-x M-w
paste rectangular region C-c C-x 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/\$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 coordinate grid C-c }
toggle formula 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-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 l¹
insert a link (TAB completes stored links) C-c C-l
insert file link with file name completion C-u C-c C-l
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-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 '

Internal Links

<<My Target>> target
<<<My Target>>> radio target²
[[*this text]] find headline
[[this text]] find target or text in buffer
[[this text][description]] optional link text

External Links

file:/home/dominik/img/mars.jpg file, absolute
file:papers/last.pdf file, relative
file:projects.org::*that text find headline
file:projects.org::find me find trgt/string
http://www.astro.uva.nl/~dominik on the web
mailto:adent@galaxy.net Email address
news:comp.emacs Usenet group
bbdb:Richard Stallman BBDB person
gnus:group GNUS group
gnus:group#id GNUS message
vm|wl|mhe|rmail:folder Mail folder
vm|wl|mhe|rmail:folder#id Mail message
info:emacs:Regexp Info file:node
shell:ls *.org shell command
elisp:(calendar) elisp form
[[external link][description]] optional link text

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 M-TAB

Org-Mode Reference Card (2/2)

(for version 6.16c)

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
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 ³
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
checkbox statistics cookies: insert [/] or [%]	
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	C-c C-x p
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
next/previous allowed value	S-left/right
next/previous allowed value	n / p
edit value	e
edit allowed values list	a
show value	v
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 the time between 2 dates in a time range	C-c / d
change timestamp at cursor by ±1 day	C-c C-y
change year/month/day at cursor by ±1	S-RIGHT/LEFT ³
access the calendar for the current date	S-UP/DOWN ³
insert timestamp matching date in calendar	C-c >
access agenda for current date	C-c <
Select date while prompted	C-c C-o
Toggle custom format display for dates/times	mouse-1/RET
	C-c C-x C-t

Clocking time

start clock on current item	C-c C-x C-i
stop clock on current item	C-c C-x C-o
cancel current clock	C-c C-x C-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	b
toggle follow-mode	f
Change display	
delete other windows	o
switch to day/week/month/year view	d w m y
toggle inclusion of diary entries	D
toggle time grid for daily schedule	G
toggle display of logbook entries	l
toggle inclusion of archived trees/files	v / C-u v
refresh agenda buffer with any changes	r / g
filter with repect to a tag	/
save all org-mode buffers	s
display next/previous day,week,...	RIGHT/LEFT
goto today	.

Remote editing

digit argument	0-9
change state of current TODO item	t
kill item and source	C-k
archive the subtree (file/tag/sibling)	\$ / a / A
show tags of current headline	T
set tags for current headline/region	:
set priority of current item	p
raise/lower priority of current item	S-UP/DOWN ³
display weighted priority of current item	P
run an attachment command	C-c C-a
schedule/set deadline for this item	C-c C-s/d
change timestamp to one day earlier/later	S-LEFT/RIGHT ³
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

Misc

Open link in current line	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

Calendar and Diary Integration

Include Emacs diary entries into Org-mode agenda with:
(setq org-agenda-include-diary t)

LaTeX and cldlatex-mode

preview LaTeX fragment	C-c C-x C-l
Expand abbreviation (cldlatex-mode)	TAB
Insert/modify math symbol (cldlatex-mode)	' / '

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-x t
toggle fixed width for entry or region	C-c :

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 ;
---------------------------------	-------

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 INSTALLATION.
- ² After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.
- ³ Keybinding affected by org-CUA-compatibility.

Copyright © 2008 Free Software Foundation, Inc.
v6.16c for Org-Mode 6.16c, 2008
Author: Philip Rooke
based on refcard design and format by Stephen Gildea
Permission is granted to make and distribute copies of this card provided the copyright notice and this permission notice are preserved on all copies.