

Mode Reference Card (1/2)

(for version 6.34a)

Getting Started

the on-line documentation try **M-x org-info**

Utility Cycling

current subtree between states **TAB**
entire buffer between states **S-TAB**
property-dependent startup visibility **C-u C-u TAB**
whole file, including drawers **C-u C-u C-u TAB**
context around point **C-c C-r**

Navigation

previous heading **C-c C-n/p**
previous heading, same level **C-c C-f/b**
up to higher level heading **C-c C-u**
to another place in document **C-c C-j**
previous/next plain list item **S-UP/DOWN³**

Structure Editing

new heading/item at current level **M-RET**
new heading after subtree **C-RET**
new TODO entry/checkbox item **M-S-RET**
TODO entry/ckbx after subtree **C-S-RET**
(ad)line into item, cycle item type **C-c -**
line into headline **C-c ***
promote/demote heading **M-LEFT/RIGHT**
promote/demote current subtree **M-S-LEFT/RIGHT**
subtree/list item up/down **M-S-UP/DOWN**
subtree/region/plain-list **C-c ^**
subtree **C-c C-x c**
subtree **C-c C-w**
subtree **C-c C-x C-w/M-w**
subtree **C-c C-x C-y or C-y**
subtree to subtree / widen **C-x n s/w**

Archiving

subtree using the default command **C-c C-x C-a**
subtree to archive file **C-c C-x C-s**
ARCHIVE tag / to ARCHIVE sibling **C-c C-x a/A**
un-archiving of an ARCHIVED tree **C-TAB**

Equations and Sparse Trees

edit a sparse tree by various criteria **C-c /**
TODO's in sparse tree **C-c C-v**
TODO list in agenda mode **C-c a t¹**
tree 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/\$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 **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**

Mode Reference Card (2/2)

(for version 6.34a)

O Items and Checkboxes

state of the current item	C-c C-t
next/previous state	S-LEFT/RIGHT
next/previous set	C-S-LEFT/RIGHT
ORDERED property	C-c C-x o
TODO items in a sparse tree	C-c C-v
TODO keyword's sparse tree	C-3 C-c C-v
priority of the current item	C-c , [ABC]
priority cookie from current item	C-c , SPC
over priority of current item	S-UP/DOWN ³
new checkbox item in plain list	M-S-RET
checkbox(es) in region/entry/at point	C-c C-x C-b
checkbox at point	C-c C-c
checkbox statistics (C-u : whole file)	C-c #

for current heading	C-c C-q
tags in all headings	C-u C-c C-q
sparse tree with matching tags	C-c \
(agenda) match tags at cursor	C-c C-o

Properties and Column View

erty/effort	C-c C-x p/e
commands in property lines	C-c C-c
previous allowed value	S-left/right
column view	C-c C-x C-c
columns view in dynamic block	C-c C-x i
column view	q
l value	v
e	e
previous allowed value	n/p or S-left/right
ved values list	a
column wider/narrower	> / <
column left/right	M-left/right
column	M-S-right
current column	M-S-left

Stamps

for date and insert timestamp	C-c .
. but insert date and time format	C-u C-c .
. but make stamp inactive	C-c !
DEADLINE timestamp	C-c C-d
SCHEDULED timestamp	C-c C-s
sparse tree with all deadlines due	C-c / d
between 2 dates in a time range	C-c C-y
timestamp at cursor by ±1 day	S-RIGHT/LEFT ³
ear/month/day at cursor by ±1	S-UP/DOWN ³
the calendar for the current date	C-c >
timestamp matching date in calendar	C-c <
agenda for current date	C-c C-o
te while prompted	mouse-1/RET
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 view	d w vm vy
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
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 ³
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
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 cldlatex-mode

preview LaTeX fragment	C-c C-x C-l
expand abbreviation (cldlatex-mode)	TAB
insert/modify math symbol (cldlatex-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 :

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-support-shift-select and org-replace-disputed-keys.

Copyright © 2010 Free Software Foundation, Inc.

v6.34a for Org-Mode 6.34a, 2010

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.