Copyright c 2010-2012 Free Software Foundation

Permission is granted to copy, distribute and/or modify this document under the terms of the GNU Free Documentation License, Version 1.3 or any later version published by the Free Software Foundation; with no Invariant Sections, with the Front-Cover texts being \A GNU Manual," and with the Back-Cover Texts as in (a) below. A copy of the license is included in the section entitled \GNU Free Documentation License."

(a) The FSF's Back-Cover Text is: \You have the freedom to copy and modify this GNU manual. Buying copies from the FSF supports it in developing GNU Bu'sB303ot-28(ein3(s333

Short Contents

1 Introduction 1
2 Document Structure 2
3 Tables 6
4 Hyperlinks 8
5 TODO Items 10
6 Tags 14
7 Properties 16
8 Dates and Times 17
9 Capture - Re ile - Archive 20
10 Agenda Views

1 Introduction

1.1 Preface

Org is a mode for keeping notes, maintaining TODO lists, and doing project planning with

2 Document Structure

Org is based on Outline mode and provides flexible commands to edit the structure of the document.

2.1 Outlines

Org is implemented on top of Outline mode. Outlines allow a document to be organized in a hierarchical structure, which (at least for me) is the best representation of notes and

When Emacs first visits an Org file, the global state is set to OVERVIEW, i.e. only the top level headlines are visible. This can be configured through the variable `org-startup-folded`, or on a per-file basis by adding a startup keyword `overview`,

2.6 Sparse trees

An important feature of Org mode is the ability to construct *sparse trees* for selected

M-S-UP/DOWN
: Move the item including subitems up/down (swap with previous/next item of same indentation). If the list is ordered, renumbering is automatic.

M-LEFT/M-RIGHT
: Decrease/increase the indentation of an item, leaving children alone.

M-S-LEFT/

3 Tables

Org comes with a fast and intuitive table editor. Spreadsheet-like calculations are supported in connection with the Emacs `calc' package (see the Emacs Calculator manual for more information about the Emacs calculator).

M-UP
M-DOWN Move the current row up/down.

M-S-UP Kill the current row or horizontal line.

M-S-DOWN Insert a new row above the current row. With a pre x argument, the line is created below the current one.

C-c - Insert a horizontal line below current row. With a pre x argument, the line is created above the current line.

C-c RET Insert a horizontal line below current row, and move the cursor into the row below that line.

C-c ^ Sort the table lines in the regimnd(8d1Td [(C-c)-33[sitnd)Td [(CofTd [(C-c)-33[i28(t)-334(in)-dic

If the description is a le name or URL that points to an image, HTML export (see Section 12.4 [HTML export], page 32) will inline the image as a clickable button. If there is no description at all and the link points to an image, that image will be inlined into the exported HTML le.

4.4 Handling links

Org provides method-1(andl1ro)2uilltoaxesu1357(in)28(to)-808(an)Org l,e
and tofoill1(on)27wd the

yn[illegible]eola22uiltocaptionTh(is)22ui(is)22uias

thekthe5.787wdabl7(h6eFTJ/cg)-38 1 oTJ/cllaexporpoi3(

exporjtotoeys-51(eo)9tokccess-59Yexp-28(orinline)-J/on.5

5 TODO Items

Org mode does not maintain TODO lists as separate documents

7 Properties

Properties are key-value pairs associates with and entry. They live in a special drawer with the name PROPERTIES. Each property is speci ed on a single line, with the key (surrounded by colons) rst, and the value after it:

```
      * CD collection
      ** Classic
      *** Goldberg Var305yPROPERTIE:c
mophion

  1n

     mabyde(Δhe)-645(the)-63(alloa)28(w)28(de)-645(v)56(aluse)-63(fore)-63(ae)-645paertculare(prop)-27(P)-1(i)1
```

`C-c .`

```
*** TODO Call Trillian for a date on New Years Eve.
    SCHEDULED: <2004-12-25 Sat>
```

Some tasks need to be repeated again and again. Org mode helps to organize such tasks using a so-called repeater in a DEADLINE, SCHEDULED, or plain timestamp. In the following example

```
** TODO Pay the rent
```

9 Capture - Re le - Archive

An important part of any organization system is the ability to quickly capture new ideas and tasks, and to associate reference material with them. Org de nes a capture process to create tasks. It stores les related to a task (*attachments*) in a special directory. Once in the system, tasks and projects need to be moved around. Moving completed project trees to an archive le keeps the system compact and fast.

9.1 Capture

Org's method for capturing new items is heavily inspired by John Wiegley excellent remember package. It lets you store quick notes with little interruption of your work ow. Org lets

storing the note. Finally, the template itself, a string with %-escapes to ll in information

View/Go to Org file

mouse-3

SPC Display the original location of the item in another window. With prefix arg, make sure that the entire entry is made visible in the outline, not only the heading.

TAB Go to the original location of the item in another window. Under Emacs 22, *mouse-1* will also work for this.

RET Go to the original location of the item and delete other windows.

Change display

o Delete other windows.

11 Markup for rich export

When exporting Org-mode documents, the exporter tries to re ect the structure of the document as accurately as possible in the backend. Since export targets like HTML, LaTeX,

12 Exporting

12.4 HTML export

C-c C-e h Export as HTML file `myfile.html'.

C-c C-e b Export as HTML file and immediately open it with a browser.

15 Miscellaneous

15.1 Completion

Org supports in-buffer completion with *M-TAB*. This type of completion does not make use of the minibuffer. You simply type a few letters into the buffer and use the key to complete text right there. For example, this command will complete TEX symbols after `\', TODO keywords at the beginning of a headline, and tags after `:' in a headline.

15.2 A cleaner outline view