

Org-Mode Reference Card (1/2)

(for version 6.24)

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/DOWN`³

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`
refile subtree `C-c C-w`
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`

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 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`

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 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 l`¹
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 shell 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`

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(for version 6.24)

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 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
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 / 0 / X
jump to running clock entry	J

Misc

Open link in current line	C-c C-o
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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 ;
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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.

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v6.24 for Org-Mode 6.24, 2009
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