Org-Mode Reference Card (1/2)

(for version 5.02)

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
show the whole file	C-c C-a
reveal context around point	C-c C-r
show subtree in indirect buffer, ded. frame	C-c C-k

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 TODO entry/checkbox item	M-S-RET
promote current heading up one level	M-LEFT
demote current heading down one level	M-RIGHT
promote current subtree up one level	M-S-LEFT
demote current subtree down one level	M-S-RIGHT
move subtree/list item up/down	M-S-UP/DOWN
kill subtree	C-c C-x C-w
copy subtree	C-c C-x M-w
yank subtree	C-c C-x C-y
narrow buffer to current subtree	C-x n s

Archiving

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

Filtering and Sparse Trees

show sparse tree for all matches of a regexp	C-c /
view TODO's in sparse tree	C-c C-v
global TODO list in agenda mode	C-c t[1]
create sparse tree with all deadlines due	C-c C-w
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 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

Internal Links

<<My Target>>	target
<<<My Target>>>	radio target[2]
[[*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:Regexps	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

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(for version 5.02)

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-c`
realign tags in all headings	`C-u C-c C-c`
create sparse tree with matching tags	`C-c \`
globally (agenda) match tags at cursor	`C-c C-o`

Properties and Column View

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`
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	`C-c C-w`
the time between 2 dates in a time range	`C-c C-y`
change timestamp at cursor by ± 1 day	`S-RIGHT/LEFT`[3]
change year/month/day at cursor by ± 1	`S-UP/DOWN`[3]
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 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-'`
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 in agenda files	`C-c a m`[1]
match tags 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]
configure stuck projects	`C-c a !`[1]
agenda for date at cursor	`C-c C-o`

To set categories, add lines like[2]:
`#+CATEGORY: MyCateg`

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`
refresh agenda buffer with any changes	`r`
save all org-mode buffers	`s`
display the following `org-agenda-ndays`	`RIGHT`
display the previous `org-agenda-ndays`	`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	`$`
show tags of current headline	`T`
set tags for current headline	`:`
toggle ARCHIVE tag	`a`
set priority of current item	`p`
raise/lower priority of current item	`S-UP/DOWN`[3]
display weighted priority of current item	`P`
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 the clock on current item (clock-in)	`I`
stop the clock (clock-out)	`O`
cancel current clock	`X`

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 cdlatex-mode

preview LaTeX fragment	`C-c C-x C-l`
Expand abbreviation (cdlatex-mode)	`TAB`
Insert/modify math symbol (cdlatex-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 you 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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Author: Philip Rooke
based on refcard design and format by Stephen Gildea