

# Org-Mode Reference Card (1/2)

(for version 4.19b)

## Getting Started

(add-to-list 'auto-mode-alist '(("\\.org\$" . org-mode))  
(define-key global-map "\C-cl" 'org-store-link)<sup>2</sup>  
(define-key global-map "\C-ca" 'org-agenda)<sup>2</sup>

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

## Motion

next heading C-c C-n  
previous heading C-c C-p  
next heading, same level C-c C-f  
previous heading, same level C-c C-b  
backward to higher level heading C-c C-u  
jump to another place in document C-c C-j

## Structure Editing

insert new heading/item at current level M-RET  
insert new TODO entry 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 M-S-UP  
move subtree/list item down M-S-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  
archive subtree C-c \$  
To set archive location for current file, add a line like<sup>3</sup>:  
#+ARCHIVE: archive::\* Archived Tasks

## 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<sup>2</sup>  
create sparse tree with all deadlines due C-c C-w  
time sorted view of current org file C-c C-r

## 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

## TODO Items

rotate the state of the current item C-c C-t  
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 priority of current item S-UP<sup>4</sup>  
lower priority of current item S-DOWN<sup>4</sup>  
todo workflow todo types

## 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<sup>4</sup>  
change year/month/day at cursor by ±1 S-UP/DOWN<sup>4</sup>  
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

## Links

globally store link to the current location C-c l<sup>2</sup>  
insert a link (TAB completes stored links) C-c C-1  
insert file link with file name completion C-c C-c C-1  
edit (also hidden part of) link at point C-c C-1  
open file links in emacs (C-u : in emacs) C-c C-o  
open link at point (3: in emacs) mouse-2/3  
record a position in mark ring C-c %  
jump back to last followed link(s) C-c &

### Internal Links

<<My Target>> target  
<<My Target>> radio target<sup>3</sup>  
[[\*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 tgt/string  
file:projects.org::/regexp/ regexp search  
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  
shell:ls \*.org shell command  
gnus:group GNUS group  
gnus:group#id GNUS message  
vm|wl|mhe|rmail:folder Mail folder  
vm|wl|mhe|rmail:folder#id Mail message  
[[external link][description]] optional link text

## Tables

### Creating a table

just start typing, e.g. |Name|Phone|Age RET |- TAB  
convert region to table C-c C-c  
... separator at least 3 spaces C-3 C-c 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  
move the current column right M-RIGHT  
kill the current column M-S-LEFT  
insert new column to left of cursor position M-S-RIGHT  
move the current row up M-UP  
move the current row down M-DOWN  
kill the current row or horizontal line M-S-UP  
insert new row above the current row M-S-DOWN  
insert horizontal line below the current row C-c -  
insert horizontal line above the current row C-u 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

### Calculations

These need the Emacs calc package installed.

set and eval column formula C-c =  
set and eval named-field formula C-u C-c =  
edit formulas in separate buffer C-c '  
re-apply all stored equations to current line C-c \*  
re-apply all stored equations to entire table C-u C-c \*  
TAB, RET and C-c C-c trigger automatic recalculation in lines starting with: | # |.

rotate calculation mark through # \* ! ^ \_ \$ C-#  
display column number cursor is in C-c ?  
sum numbers in current column/rectangle C-c +  
copy down with increment S-RET<sup>4</sup>

Formulas typed in field are executed by TAB, RET and C-c C-c.  
= introduces a column formula, := a named-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 3rd hline above to here := vsum(&III)  
apply current column formula =

### Miscellaneous

edit the current field in a separate window C-c '  
make current field fully visible C-u TAB  
toggle visibility of vertical lines C-c |  
export as tab-separated file M-x org-table-export  
import tab-separated file M-x org-table-import

### 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 ~

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(for version 4.19b)

## 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 <sup>2</sup>
compile global TODO list	C-c a t <sup>2</sup>
compile TODO list for specific keyword	C-c a T <sup>2</sup>
match tags in agenda files	C-c a m <sup>2</sup>
agenda for date at cursor	C-c C-o
show timeline of current org file	C-c C-r

To set categories, add lines like<sup>3</sup>:

```
#+CATEGORY: MyCateg
```

## Commands available in an agenda buffer

### View Org file

show original location of item	SPC
... also available with	mouse-3
show and recenter window	L
goto original location in other window	TAB
... also available with	mouse-2
goto original location, delete other windows	RET
toggle follow-mode	f

### Change display

delete other windows	o
switch to daily / weekly view	d / w
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
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
show tags of current headline	T
set tags for current headline	:
set priority of current item	p
raise/lower priority of current item	S-UP/DOWN <sup>4</sup>
display weighted priority of current item	P
change timestamp to one day earlier/later	S-LEFT/RIGHT <sup>4</sup>
change timestamp to today	>
insert new entry into diary	i

### 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

## Exporting

Exporting creates files with extensions *.txt* and *.html* in the current directory.

export as ASCII file	C-c C-x a
export visible text only (e.g. for printing)	C-c C-x v
export as HTML file	C-c C-x h
export as HTML and open in browser	C-c C-x b
prefix arg sets nb. of headline levels, e.g.	C-3 C-c C-x h
export as iCalendar file	C-c C-x i
export all agenda files as iCalendar files	C-c C-x C-i
combine all agenda files to single iCal file	C-c C-x C-c
insert template of export options	C-c C-x t
toggle fixed width for entry or region	C-c :

### HTML formatting

make words <b>bold</b>	*bold*
make words <i>italic</i>	/italic/
make words <u>underlined</u>	_underlined_
sub- and superscripts	x <sup>3</sup> , J <sub>dust</sub>
TeX-like macros	\alpha, \to
typeset lines in fixed width font	start with :
tables are exported as HTML tables	start with
links become HTML links	http:... etc
include html tags	@<b>...@</b>

### Export options

Include additional information for export by putting these anywhere in the org file. Use M-TAB completion to make sure to get the right keywords. M-TAB again just after keyword is complete inserts examples.

the title to be shown	#+TITLE:
the author	#+AUTHOR:
authors email address	#+EMAIL:
language code for html	#+LANGUAGE:
free text description of file	#+TEXT:
... which can carry over multiple lines	#+TEXT:
settings for the export process - see below	#+OPTIONS:

### Settings for the OPTIONS line

set number of headline levels for export	H:2
turn on/off section numbers	num:t
turn on/off table of contents	toc:t
turn on/off linebreak preservation	\n:nil
turn on/off quoted html tags	@:t
turn on/off fixed width sections	::t
turn on/off tables	:t
turn on/off TeX syntax for sub/super-scripts	^:t
turn on/off emphasised text	*:nil
turn on/off TeX macros	TeX:t

### 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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## 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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## Calendar and Diary Integration

To include entries from the Emacs diary in your Org-mode agenda:

```
(setq org-agenda-include-diary t)
```

To include the Org-mode agenda in the normal diary, make sure you're using the fancy diary display and in the ~/diary file add

```
&%(org-diary)
```

to include all the files listed in org-agenda-files. For more selective file inclusion use a line for each file:

```
&%(org-diary) ~/path/to/some/org-file.org
```

## Remember-mode Integration

See the manual for how to make remember.el use Org-mode links and files. The note-finishing command C-c C-c will first prompt for an org file. In the file, find a location with:

rotate subtree visibility	TAB
next heading	DOWN
previous heading	UP

Insert the note with one of the following:

as sublevel of heading at cursor	RET
right here (cursor not on heading)	RET
before current heading	LEFT
after current heading	RIGHT
shortcut to end of buffer (cursor at buf-start)	RET
Abort	q

## CUA and pc-select compatibility

Configure the variable org-CUA-compatibility to make Org-mode avoid the S-<cursor> bindings used by these modes. When set, Org-mode will change the following keybindings (also in the agenda buffer, but not during date selection). See note mark four<sup>4</sup> throughout the reference card.

S-UP	→ M-p	S-DOWN	→ M-n
S-LEFT	→ M--	S-RIGHT	→ M++
S-RET	→ C-S-RET		

## Notes

<sup>1</sup> The six autoload forms are only needed if Org-mode is not part of Emacs, or an XEmacs package.

<sup>2</sup> This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

<sup>3</sup> After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.

<sup>4</sup> Keybinding affected by org-CUA-compatibility.

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