

Org-Mode Reference Card (1/2)

(for version 4.55)

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`

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`
mark fully done children `C-u C-c C-x C-a`
force cycling of an ARCHIVED tree `C-TAB`
move subtree to archive file `C-c $`
move all fully done children `C-u C-c $`
To set archive location for current file, add a line like²:
`#+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 t1`
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`
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 (in combination with Emacs calc package)

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 *`
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`³

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

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`

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 ~`

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 &`

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
```

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`

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 4.55)

TODO Items and Checkboxes

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-UP³
 lower priority of current item S-DOWN³
 #+SEQ_TODO: TODO TRY BLUFF DONE todo workflow
 #+TYP_TODO: Phil home work DONE todo types
 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 [%] C-c #
 update checkbox statistics (C-u : whole file)

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

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/LEFT³
 change year/month/day at cursor by ±1 S-UP/DOWN³
 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

LaTeX and cldatex-mode

preview LaTeX fragment C-c C-x C-1
 Expand abbreviation (cldatex-mode) TAB
 Insert/modify math symbol (cldatex-mode) ' / '

Agenda Views

add/move current file to front of agenda
 remove current file from your agenda
 cycle through agenda file list
 compile agenda for the current week
 compile global TODO list
 compile TODO list for specific keyword
 match tags in agenda files
 match tags in TODO entries
 show timeline of current org file
 configure custom commands
 agenda for date at cursor

To set categories, add lines like²:
 #+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
 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
 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/DOWN³
 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/RIGHT³
 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

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

C-c [C-c]
 C-,
 C-c a a¹
 C-c a t¹
 C-c a T¹
 C-c a m¹
 C-c a M¹
 C-c a L¹
 C-c a C¹
 C-c C-o

Calendar and Diary Integration

Include Emacs diary entries into Org-mode agenda with:
 (setq org-agenda-include-diary t)

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 :

HTML formatting

make words **bold** *bold*
 make words *italic* /italic/
 make words underlined _underlined_
 sub- and superscripts x^3, J_dust
 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 @...@

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 #+OPTIONS:

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

- This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.
- After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.
- Keybinding affected by org-CUA-compatibility.

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 v4.55 for Org-Mode 4.55, 2006
 Author: Philip Rooke

based on refcard design and format by Stephen Gildea

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