

Org-Mode Reference Card (1/2)

(for version 4.56)

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/DOWN³

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-RET³

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(&IIII)
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-1
edit (also hidden part of) link at point C-c C-1

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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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 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 a¹
compile global TODO list C-c a t¹
compile TODO list for specific keyword C-c a T¹
match tags in agenda files C-c a m¹
match tags in TODO entries C-c a M¹
show timeline of current org file C-c a L¹
configure custom commands C-c a C¹
agenda for date at cursor C-c C-o

To set categories, add lines like²:
#+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
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
kill item and source C-k
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

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 x³, 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

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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