

Org-Mode Reference Card (1/2)

(for version 4.51)

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

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: archfile::* 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-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

Org-Mode Reference Card (2/2)

(for version 4.51)

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-UP ³ |
| lower priority of current item | S-DOWN ³ |
| #+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 [%] | |
| 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 |

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 C-w |
| 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 |
| | mouse-1/RET |

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 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 |
| 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 |

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/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 |

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 <i>italic</i> | /italic/ |
| make words <u>underlined</u> | _underlined_ |
| sub- and superscripts | x^3, J_dust |
| T _E X-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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Author: Philip Rooke

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