

# Org-Mode Reference Card (1/2)

(for version 9.3)

## Getting Started

To read the on-line documentation try `M-x org-info`

## Visibility Cycling

|   |                                  |
|---|----------------------------------|
| rotate current subtree between states         | <code>TAB</code>                 |
| rotate entire buffer between states           | <code>S-TAB</code>               |
| restore property-dependent startup visibility | <code>C-u C-u TAB</code>         |
| show the whole file, including drawers        | <code>C-u C-u TAB</code>         |
| reveal context around point                   | <code>C-c C-r</code>             |
| toggle indented view                          | <code>M-x org-indent-mode</code> |

## Motion

|                                   |                           |
|-----------------------------------|---------------------------|
| next/previous heading             | <code>C-c C-n/p</code>    |
| next/previous heading, same level | <code>C-c C-f/b</code>    |
| backward to higher level heading  | <code>C-c C-u</code>      |
| jump to another place in document | <code>C-c C-j</code>      |
| previous/next plain list item     | <code>S-UP/DOWN[2]</code> |

## Structure Editing

|  |                                 |
|--|---------------------------------|
| insert new heading/item at current level   | <code>M-RET</code>              |
| insert new heading after subtree           | <code>C-RET</code>              |
| insert new TODO entry/checkbox item        | <code>M-S-RET</code>            |
| insert TODO entry/ckbx after subtree       | <code>C-S-RET</code>            |
| turn (head)line into item, cycle item type | <code>C-c -</code>              |
| turn item/line into headline               | <code>C-c *</code>              |
| promote/demote heading                     | <code>M-LEFT/RIGHT</code>       |
| promote/demote current subtree             | <code>M-S-LEFT/RIGHT</code>     |
| move subtree/list item up/down             | <code>M-UP/DOWN</code>          |
| move the line at point up/down             | <code>M-S-UP/DOWN</code>        |
| sort subtree/region/plain-list             | <code>C-c ^</code>              |
| clone a subtree                            | <code>C-c C-x c</code>          |
| copy visible parts of the region           | <code>C-c C-x v</code>          |
| kill/copy subtree                          | <code>C-c C-x C-w/M-w</code>    |
| yank subtree                               | <code>C-c C-x C-y or C-y</code> |
| narrow buffer to subtree / widen           | <code>C-x n s/w</code>          |

## Capture - Refile - Archiving

|   |                          |
|---|--------------------------|
| capture a new item ( <code>C-u C-u = goto last</code> ) | <code>C-c c [1]</code>   |
| refile subtree ( <code>C-u C-u = goto last</code> )     | <code>C-c C-w</code>     |
| archive subtree using the default command               | <code>C-c C-x C-a</code> |
| move subtree to archive file                            | <code>C-c C-x C-s</code> |
| toggle ARCHIVE tag / to ARCHIVE sibling                 | <code>C-c C-x a/A</code> |
| force cycling of an ARCHIVED tree                       | <code>C-TAB</code>       |

## Filtering and Sparse Trees

|   |                          |
|---|--------------------------|
| construct a sparse tree by various criteria | <code>C-c /</code>       |
| view TODO's in sparse tree                  | <code>C-c / t/T</code>   |
| global TODO list in agenda mode             | <code>C-c a t [1]</code> |

## 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 | <code>C-c C-c</code> |
| re-align the table, move to next field       | <code>TAB</code>     |
| move to previous field                       | <code>S-TAB</code>   |
| re-align the table, move to next row         | <code>RET</code>     |
| move to beginning/end of field               | <code>M-a/e</code>   |

### Row and column editing

|  |                           |
|--|---------------------------|
| move the current column left                               | <code>M-LEFT/RIGHT</code> |
| kill the current column                                    | <code>M-S-LEFT</code>     |
| insert new column to left of cursor position               | <code>M-S-RIGHT</code>    |
| move the current row up/down                               | <code>M-UP/DOWN</code>    |
| kill the current row or horizontal line                    | <code>M-S-UP</code>       |
| insert new row above the current row                       | <code>M-S-DOWN</code>     |
| insert hline below ( <code>C-u</code> : above) current row | <code>C-c -</code>        |
| insert hline and move to line below it                     | <code>C-c RET</code>      |
| sort lines in region                                       | <code>C-c ^</code>        |

### Regions

cut/copy/paste rectangular region `C-c C-x C-w/M-w/C-y`

### Miscellaneous

|   |                                   |
|---|-----------------------------------|
| to limit column width to N characters, use  | <code>...  &lt;N&gt;   ...</code> |
| edit the current field in a separate window | <code>C-c `</code>                |
| make current field fully visible            | <code>C-u TAB</code>              |
| export as tab-separated file                | <code>M-x org-table-export</code> |
| import tab-separated file                   | <code>M-x org-table-import</code> |
| sum numbers in current column/rectangle     | <code>C-c +</code>                |

### Tables created with the table.el package

|   |                      |
|---|----------------------|
| insert a new <code>table.el</code> table          | <code>C-c ~</code>   |
| recognize existing <code>table.el</code> table    | <code>C-c C-c</code> |
| convert table (Org-mode ↔ <code>table.el</code> ) | <code>C-c ~</code>   |

### 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                                | <code> =\$1+\$2  </code>          |
| ... with printf format specification                      | <code> =\$1+\$2;%.2f </code>      |
| ... with constants from constants.el                      | <code> =\$1/\$c/\$cm  </code>     |
| sum from 2nd to 3rd hline                                 | <code> :=vsum(@II..@III)  </code> |
| apply current column formula                              | <code>  =  </code>                |
| set and eval column formula                               | <code>C-c =</code>                |
| set and eval field formula                                | <code>C-u C-c =</code>            |
| re-apply all stored equations to current line             | <code>C-c *</code>                |
| re-apply all stored equations to entire table             | <code>C-u C-c *</code>            |
| iterate table to stability                                | <code>C-u C-u C-c *</code>        |
| rotate calculation mark through <code># * ! ^ _ \$</code> | <code>C-#</code>                  |
| show line, column, formula reference                      | <code>C-c ?</code>                |
| toggle grid / debugger                                    | <code>C-c }/{</code>              |

### Formula Editor

|                                       |                          |
|---------------------------------------|--------------------------|
| edit formulas in separate buffer      | <code>C-c `</code>       |
| exit and install new formulas         | <code>C-c C-c</code>     |
| exit, install, and apply new formulas | <code>C-u C-c C-c</code> |
| abort                                 | <code>C-c C-q</code>     |
| toggle reference style                | <code>C-c C-r</code>     |
| pretty-print Lisp formula             | <code>TAB</code>         |
| complete Lisp symbol                  | <code>M-TAB</code>       |
| shift reference point                 | <code>S-cursor</code>    |
| shift test line for column references | <code>M-up/down</code>   |
| scroll the window showing the table   | <code>M-S-up/down</code> |
| toggle table coordinate grid          | <code>C-c }</code>       |

## Links

|   |                          |
|---|--------------------------|
| globally store link to the current location | <code>C-c l [1]</code>   |
| insert a link (TAB completes stored links)  | <code>C-c C-l</code>     |
| insert file link with file name completion  | <code>C-u C-c C-l</code> |
| edit (also hidden part of) link at point    | <code>C-c C-l</code>     |
| open file links in emacs                    | <code>C-c C-o</code>     |
| ...force open in emacs/other window         | <code>C-u C-c C-o</code> |
| open link at point                          | <code>mouse-1/2</code>   |
| ...force open in emacs/other window         | <code>mouse-3</code>     |
| record a position in mark ring              | <code>C-c %</code>       |
| jump back to last followed link(s)          | <code>C-c &amp;</code>   |
| find next link                              | <code>C-c C-x C-n</code> |
| find previous link                          | <code>C-c C-x C-p</code> |
| edit code snippet of file at point          | <code>C-c `</code>       |
| toggle inline display of linked images      | <code>C-c C-x C-v</code> |

## Working with Code (Babel)

|   |                        |
|---|------------------------|
| execute code block at point                                       | <code>C-c C-c</code>   |
| open results of code block at point                               | <code>C-c C-o</code>   |
| check code block at point for errors                              | <code>C-c C-v c</code> |
| insert a header argument with completion                          | <code>C-c C-v j</code> |
| view expanded body of code block at point                         | <code>C-c C-v v</code> |
| view information about code block at point                        | <code>C-c C-v I</code> |
| go to named code block  | <code>C-c C-v g</code> |
| go to named result  | <code>C-c C-v r</code> |
| go to the head of the current code block                          | <code>C-c C-v u</code> |
| go to the next code block   | <code>C-c C-v n</code> |
| go to the previous code block                                     | <code>C-c C-v p</code> |
| demarcate a code block  | <code>C-c C-v d</code> |
| execute next key sequence in code edit buffer                     | <code>C-c C-v x</code> |
| execute all code blocks in current buffer                         | <code>C-c C-v b</code> |
| execute all code blocks in current subtree                        | <code>C-c C-v s</code> |
| tangle code blocks in current file                                | <code>C-c C-v t</code> |
| tangle code blocks in supplied file                               | <code>C-c C-v f</code> |
| ingest all code blocks in supplied file into the Library of Babel | <code>C-c C-v i</code> |
| switch to the session of the current code block                   | <code>C-c C-v z</code> |
| load the current code block into a session                        | <code>C-c C-v l</code> |
| view sha1 hash of the current code block                          | <code>C-c C-v a</code> |

## Completion and Template Insertion

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                     | <code>M-TAB</code>  |
| structure template (insert or wrap region) | <code>C-c C-</code> |

# Org-Mode Reference Card (2/2)

(for version 9.3)

## 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 |
| toggle ORDERED property                       | C-c C-x o      |
| view TODO items in a sparse tree              | C-c / t        |
| view 3rd TODO keyword's sparse tree           | C-3 C-c / t    |
| 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[2]   |
| 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        |
| update checkbox statistics (C-u : whole file) | C-c #          |

## Tags

|  |             |
|--|-------------|
| set tags for current heading           | C-c C-q     |
| realign tags in all headings           | C-u C-c C-q |
| create sparse tree with matching tags  | C-c \       |
| globally (agenda) match tags at cursor | C-c C-o     |

## Properties and Column View

|                                       |                     |
|---------------------------------------|---------------------|
| set property/effort                   | C-c C-x p/e         |
| 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         |
| capture columns view in dynamic block | C-c C-x i           |
| quit column view                      | q                   |
| show full value                       | v                   |
| edit value                            | e                   |
| next/previous allowed value           | n/p or S-LEFT/RIGHT |
| edit allowed values list              | a                   |
| 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 / d          |
| the time between 2 dates in a time range     | C-c C-y          |
| change timestamp at cursor ±1 day            | S-RIGHT/LEFT [2] |
| change year/month/day at cursor by ±1        | S-UP/DOWN [2]    |
| 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/cancel clock on current item     | C-c C-x C-o/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-'         |
| set/remove restriction lock              | C-c C-x </> |
| 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, TODO kwds, properties        | C-c a m [1] |
| match only in TODO entries               | C-c a M [1] |
| find stuck projects                      | C-c a # [1] |
| configure custom commands                | C-c a C [1] |
| agenda for date at cursor                | C-c C-o     |

## 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  | C-c C-x b   |
| toggle follow-mode                           | F           |

### Change display

|   |               |
|---|---------------|
| delete other windows                      | o             |
| view mode dispatcher                      | v             |
| switch to day/week/month/year/def view    | d w vm vy vSP |
| toggle diary entries / time grid / habits | D / R / K     |
| toggle entry text / clock report          | E / l         |
| toggle display of logbook entries         | l / v 1/L/c   |
| toggle inclusion of archived trees/files  | v a/A         |
| refresh agenda buffer with any changes    | r / g         |
| filter with respect to a tag              | /             |
| save all org-mode buffers                 | s             |
| display next/previous day,week,...        | f / b         |
| goto today / some date (prompt)           | . / j         |

### Remote editing

|  |                 |
|--|-----------------|
| digit argument                         | 0-9             |
| change state of current TODO item      | t               |
| kill item and source                   | C-k             |
| archive default                        | \$ / a          |
| refile the subtree                     | C-c C-w         |
| set/show tags of current headline      | : / T           |
| set effort property (prefix=nth)       | e               |
| set / compute priority of current item | , / P           |
| raise/lower priority of current item   | S-UP/DOWN[2]    |
| run an attachment command              | C-c C-a         |
| schedule/set deadline for this item    | C-c C-s/d       |
| change timestamp one day earlier/later | S-LEFT/RIGHT[2] |
| change timestamp to today              | >               |
| insert new entry into diary            | i               |

|   |           |
|---|-----------|
| start/stop/cancel the clock on current item | I / O / X |
| jump to running clock entry                 | J         |
| mark / unmark / execute bulk action         | m / u / B |

## Misc

|  |         |
|--|---------|
| follow one or offer all links in current entry | 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 |

## LaTeX and cldatex-mode

|  |             |
|--|-------------|
| preview LaTeX fragment                   | C-c C-x C-l |
| expand abbreviation (cldatex-mode)       | TAB         |
| insert/modify math symbol (cldatex-mode) | ' / '       |
| insert citation using RefTeX             | C-c C-x [   |

## 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       |
| toggle asynchronous export                 | C-c C-e C-a   |
| toggle body/visible only export            | C-c C-e C-b/v |
| toggle subtree export                      | C-c C-e C-s   |
| insert template of export options          | C-c C-e #     |
| toggle fixed width for entry or region     | C-c :         |
| toggle pretty display of scripts, entities | C-c C-x \     |

Lines starting with # and subtrees starting 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 your own key as shown under ACTIVATION.

[2] Keybinding affected by `org-support-shift-select` and also `org-replace-disputed-keys`.