

# Org-Mode Reference Card (1/2)

(for version 9.2)

## Getting Started

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`  
restore property-dependent startup visibility `C-u C-u TAB`  
show the whole file, including drawers `C-u C-u C-u TAB`  
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` [2]

## Structure Editing

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

## Capture - Refile - Archiving

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

## Filtering and Sparse Trees

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

## 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`  
move to beginning/end of field `M-a/e`

### Row and column editing

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

### 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 `...| <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`  
sum numbers in current column/rectangle `C-c +`

### 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 ~`

### 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 `|=$1+$2 |`  
... with printf format specification `|=$1+$2;% .2f|`  
... with constants from `constants.el` `|=$1/$c/$cm |`  
sum from 2nd to 3rd hline `|:=vsum(@II..@III)|`  
apply current column formula `| = |`

set and eval column formula `C-c =`  
set and eval field formula `C-u C-c =`  
re-apply all stored equations to current line `C-c *`  
re-apply all stored equations to entire table `C-u C-c *`  
iterate table to stability `C-u C-u C-c *`  
rotate calculation mark through `# * ! ^ _ $` `C-#`  
show line, column, formula reference `C-c ?`  
toggle grid / debugger `C-c }/{`

### Formula Editor

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

## Links

globally store link to the current location `C-c l` [1]  
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 &`  
find next link `C-c C-x C-n`  
find previous link `C-c C-x C-p`  
edit code snippet of file at point `C-c ‘`  
toggle inline display of linked images `C-c C-x C-v`

## Working with Code (Babel)

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

## 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 9.2)

## 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 / G / K
toggle entry text / clock report	E / R
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 / 0 / 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
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## 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 cdlatex-mode

preview LaTeX fragment	C-c C-x C-1
expand abbreviation (cdlatex-mode)	TAB
insert/modify math symbol (cdlatex-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 \

## Comments: Text not being exported

Lines starting with # and subtrees starting with COMMENT are never exported.

toggle COMMENT keyword on entry	C-c ;
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## 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**.