

# Org-Mode Reference Card (1/2)

(for version 9.3.6)

## 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 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</code> or <code>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.	<code> Name Phone Age RET   - TAB</code>
convert region to table	<code>C-c  </code>
... separator at least 3 spaces	<code>C-3 C-c  </code>

### 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	<code>C-c C-x C-w/M-w/C-y</code>
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### 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 <code>constants.el</code>	<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>

<i>Formula Editor</i>			
edit formulas in separate buffer	C-c '		
exit and install new formulas	C-c C-c	(for version 9.3.6)	
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 }		
<b>Links</b>			
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-1		
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		
<b>Working with Code (Babel)</b>			
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 next key sequence in code edit buffer	C-c C-v x		
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 Library of Babel	C-c C-v i		
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		
<b>Completion and Template Insertion</b>			
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		
structure template (insert or wrap region)	C-c C-,		
<b>Org-Mode Reference Card (2/2)</b>			
<b>TODO Items and Checkboxes</b>			
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 #		
<b>Tags</b>			
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		
<b>Properties and Column View</b>			
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		
<b>Timestamps</b>			
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		
<b>Clocking time</b>			
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		
<b>Agenda Views</b>			
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		
<b>Commands available in an agenda buffer</b>			
<b>View Org file</b>			
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		
<b>Change display</b>			
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 l/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		
<b>Remote editing</b>			
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 \

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**.