

# Mode Reference Card (1/2)

(for version 6.05)

## Getting Started

```
list 'auto-mode-alist '("\\.org$" . org-mode))
key global-map "\C-cl" 'org-store-link)1
key global-map "\C-ca" 'org-agenda)1

many customization options try M-x org-customize
the on-line documentation try M-x org-info
```

## Utility Cycling

current subtree between states  
entire buffer between states  
whole file  
context around point  
subtree in indirect buffer, ded. frame

TAB  
S-TAB  
C-c C-a  
C-c C-r  
C-c C-k

## Navigation

previous heading  
previous heading, same level  
up to higher level heading  
another place in document  
next plain list item

C-c C-n/p  
C-c C-f/b  
C-c C-u  
C-c C-j  
S-UP/DOWN<sup>3</sup>

## Structure Editing

new heading/item at current level  
new heading after subtree  
new TODO entry/checkbox item  
demote heading  
demote current subtree  
subtree/list item up/down  
subtree  
subtree  
subtree  
subtree  
buffer to current subtree  
restriction to full buffer

M-RET  
C-RET  
M-S-RET  
M-LEFT/RIGHT  
M-S-LEFT/RIGHT  
M-S-UP/DOWN  
C-c C-w  
C-c C-x C-w  
C-c C-x M-w  
C-c C-x C-y  
C-x n s  
C-x n w

## Archiving

ARCHIVE tag  
cloning of an ARCHIVED tree  
Attic Sibling  
subtree to archive file

C-c C-x a  
C-TAB  
C-c C-x A  
C-c C-x C-s

## Agenda and Sparse Trees

create a sparse tree by various criteria  
TODO's in sparse tree  
TODO list in agenda mode  
ded view of current org file

C-c /  
C-c C-v  
C-c t<sup>1</sup>  
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/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 -  
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

### 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 coordinate grid C-c }  
toggle formula 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<sup>1</sup>  
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 '

### 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 on the web
http://www.astro.uva.nl/~dominik Email address
mailto:adent@galaxy.net Usenet group
news:comp.emacs BBDB person
bbdb:Richard Stallman GNUS group
gnus:group GNUS message
gnus:group#id Mail folder
vm|wl|mhe|rmail:folder Mail message
vm|wl|mhe|rmail:folder#id Info file:node
info:emacs:Regexp shell command
shell:ls *.org elisp form
elisp:(calendar) elisp form
[[external link][description]] optional link text
```

## 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

# Mode Reference Card (2/2)

(for version 6.05)

## 0 Items and Checkboxes

|  |                        |
|--|------------------------|
| the state of the current item          | C-c C-t                |
| next/previous state                    | S-LEFT/RIGHT           |
| next/previous set                      | C-S-LEFT/RIGHT         |
| TODO items in a sparse tree            | C-c C-v                |
| TODO keyword's sparse tree             | C-3 C-c C-v            |
| priority of the current item           | C-c , [ABC]            |
| priority cookie from current item      | C-c , SPC              |
| over priority of current item          | S-UP/DOWN <sup>3</sup> |
| new checkbox item in plain list        | M-S-RET                |
| checkbox(es) in region/entry/at point  | C-c C-x C-b            |
| checkbox at point                      | C-c C-c                |
| checkbox statistics: insert [/] or [%] | C-c #                  |
| checkbox statistics (C-u : whole file) | C-c #                  |
| for current heading                    | C-c C-c                |
| tags in all headings                   | C-u C-c C-c            |
| sparse tree with matching tags         | C-c \                  |
| (agenda) match tags at cursor          | C-c C-o                |

## Properties and Column View

|                               |              |
|-------------------------------|--------------|
| property                      | C-c C-x p    |
| commands in property lines    | C-c C-c      |
| previous allowed value        | S-left/right |
| column view                   | C-c C-x C-c  |
| columns view in dynamic block | C-c C-x r    |
| column view                   | q            |
| previous allowed value        | S-left/right |
| previous allowed value        | n / p        |
| edit                          | e            |
| saved values list             | a            |
| value                         | v            |
| column wider/narrower         | > / <        |
| column left/right             | M-left/right |
| column                        | M-S-right    |
| current column                | M-S-left     |

## Timestamps

|                                       |                           |
|---------------------------------------|---------------------------|
| for date and insert timestamp         | C-c .                     |
| . but insert date and time format     | C-u C-c .                 |
| . but make stamp inactive             | C-c !                     |
| DEADLINE timestamp                    | C-c C-d                   |
| SCHEDULED timestamp                   | C-c C-s                   |
| sparse tree with all deadlines due    | C-c / d                   |
| between 2 dates in a time range       | C-c C-y                   |
| timestamp at cursor by ±1 day         | S-RIGHT/LEFT <sup>3</sup> |
| year/month/day at cursor by ±1        | S-UP/DOWN <sup>3</sup>    |
| the calendar for the current date     | C-c >                     |
| timestamp matching date in calendar   | C-c <                     |
| agenda for current date               | C-c C-o                   |
| date while prompted                   | mouse-1/RET               |
| 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 |

## 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 <sup>1</sup> |
| compile global TODO list                 | C-c a t <sup>1</sup> |
| compile TODO list for specific keyword   | C-c a T <sup>1</sup> |
| match tags in agenda files               | C-c a m <sup>1</sup> |
| match tags in TODO entries               | C-c a M <sup>1</sup> |
| find stuck projects                      | C-c a # <sup>1</sup> |
| show timeline of current org file        | C-c a L <sup>1</sup> |
| configure custom commands                | C-c a C <sup>1</sup> |
| configure stuck projects                 | C-c a ! <sup>1</sup> |
| 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  | b           |
| toggle follow-mode                           | f           |

### Change display

|  |         |
|--|---------|
| delete other windows                   | o       |
| switch to day/week/month/year view     | d w m y |
| 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 / g   |
| 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                       |
| archive the subtree                       | \$ / a / A                |
| show tags of current headline             | T                         |
| set tags for current headline/region      | :                         |
| toggle ARCHIVE tag                        | a                         |
| set priority of current item              | p                         |
| raise/lower priority of current item      | S-UP/DOWN <sup>3</sup>    |
| 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 <sup>3</sup> |
| 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         |

## Misc

|                           |         |
|---------------------------|---------|
| Open link in current line | 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 |

## Calendar and Diary Integration

Include Emacs diary entries into Org-mode agenda with:

(setq org-agenda-include-diary t)

## LaTeX and cdlatex-mode

|  |             |
|--|-------------|
| preview LaTeX fragment                   | C-c C-x C-1 |
| Expand abbreviation (cdlatex-mode)       | TAB         |
| Insert/modify math symbol (cdlatex-mode) | ' / '       |

## 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 :     |

## 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

<sup>1</sup> This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

<sup>2</sup> After changing a #+KEYWORD or <<<target>>> line, press C-c C-c with the cursor still in the line to update.

<sup>3</sup> Keybinding affected by org-CUA-compatibility.

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