Org-Mode Reference Card (1/2)

(for version 3.16)

Getting Started

Put the following in your `~/.emacs`[1]

```
(autoload 'org-mode "org" "Org mode" t)
(autoload 'org-diary "org" "Org mode diary entries")
(autoload 'org-agenda "org" "Agenda from Org files" t)
(autoload 'org-store-link "org" "Store org link" t)
(autoload 'orgtbl-mode "org" "Orgtbl minor mode" t)
(autoload 'turn-on-orgtbl "org" "Orgtbl minor mode")
(add-to-list 'auto-mode-alist '("\\.org$" . org-mode))
(define-key global-map "\C-cl" 'org-store-link)[2]
(define-key global-map "\C-ca" 'org-agenda)[2]
```

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 heading	`C-c C-n`
previous heading	`C-c C-p`
next heading, same level	`C-c C-f`
previous heading, same level	`C-c C-b`
backward to higher level heading	`C-c C-u`
jump to another place in document	`C-c C-j`

Structure Editing

insert new heading at same level as current	`M-RET`
insert new TODO entry	`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 up	`M-S-UP`
move subtree down	`M-S-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`
archive subtree	`C-c $`

To set archive location for current file, add a line like[3]:

```
#+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`
create sparse tree with all deadlines due	`C-c C-w`
time sorted view of current org file	`C-c C-r`
agenda for the week	`C-c a1`
agenda for date at cursor	`C-c C-o`

TODO Items

rotate the state of the current item	`C-c C-t`
view TODO items in a sparse tree	`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`[4]
lower priority of current item	`S-DOWN`[4]

per-file TODO workflow states: add line(s) like[3]:

```
#+SEQ_TODO: TODO PROCRASTINATE BLUFF DONE
```

per-file TODO keywords: add line(s) like[3]:

```
#+TYP_TODO: Phil home work DONE
```

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 C-w`
the time between 2 dates in a time range	`C-c C-y`
change timestamp at cursor by -1 day	`S-LEFT`[4]
change timestamp at cursor by $+1$ day	`S-RIGHT`[4]
change year/month/day at cursor by -1	`S-DOWN`[4]
change year/month/day at cursor by $+1$	`S-UP`[4]
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`
While prompted for a date:	
... select date in calendar	`mouse-1/RET`
... scroll calendar back/forward one month	`< / >`
... forward/backward one day	`S-LEFT/RIGHT`
... forward/backward one week	`S-UP/DOWN`
... forward/backward one month	`M-S-LEFT/RIGT`

Links

globally store link to the current location	`C-c l`[2]
insert a link (TAB completes stored links)	`C-c C-l`
insert file link with file name completion	`C-u C-c C-l`
open link at point	`C-c C-o`
open file links in emacs	`C-u C-c C-o`
open link at point	`mouse-2`
open file links in emacs	`mouse-3`

Link types

`<http://www.astro.uva.nl/~dominik>`	on the web
`<mailto:adent@galaxy.net>`	EMail address
`<news:comp.emacs>`	Usenet group
`<file:/home/dominik/img/mars.jpg>`	file, absolute
`<file:papers/last.pdf>`	file, relative
`<file:~/code/main.c:255>`	file with line nr.
`<bbdb:Richard Stallman>`	BBDB person
`<shell:ls *.org>`	shell command
`<gnus:group>`	GNUS group
`<gnus:group#id>`	GNUS message
`<vm:folder>`	VM folder
`<vm:folder#id>`	VM message
`<vm://myself@some.where.org/folder#id>`	VM remote

Wanderlust `<wl:...>` and RMAIL `<rmail:...>` like VM

Tables

Creating a table

insert a new Org-mode table	`M-x org-table-create`
... or just start typing, e.g.	`|Name|Phone|Age RET |- TAB`
convert region to table	`C-c C-c`
... separator at least 3 spaces	`C-3 C-c 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 -`

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

Except for the summation commands, these need the Emacs calc package installed.

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 *`

`TAB`, `RET` and `C-c C-c` trigger automatic recalculation in lines starting with: `| # |`.

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-RET`[4]

A formula can also be typed directly into into a field and will executed by `TAB`, `RET` and `C-c C-c`. A leading `=` 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(&III)`
apply current column formula	`=`

Miscellaneous

toggle visibility of vertical lines	`C-c |`
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 ~`

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Timeline and Agenda

show timeline of current org file	`C-c C-r`
... include past dates	`C-u C-c C-r`
add current file to your agenda	`C-c [`
remove current file from your agenda	`C-c ]`
compile agenda for the current week	`C-c a`[2]
agenda for date at cursor	`C-c C-o`

To set category for current file, add line[3]:
`#+CATEGORY: MyCateg`

Commands available in an agenda buffer

The agenda buffer is electric: single key presses execute commands.

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 weekly view	`w`
switch to daily view	`d`
toggle inclusion of diary entries	`D`
toggle time grid for daily schedule	`g`
refresh agenda buffer with any changes	`r`
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`
set priority of current item	`p`
raise priority of current item	`S-UP`[4]
lower priority of current item	`S-DOWN`[4]
display weighted priority of current item	`P`
change timestamp to one day earlier	`S-LEFT`[4]
change timestamp to one day later	`S-RIGHT`[4]
change timestamp to today	`>`
insert new entry into diary	`i`

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`

Exporting

Exporting creates files with extensions *.txt* and *.html* in the current directory.

export as ASCII file	`C-c C-x a`
export visible text only (e.g. for printing)	`C-c C-x v`
export as HTML file	`C-c C-x h`
export as HTML and open in browser	`C-c C-x b`
prefix arg sets nb. of headline levels, e.g.	`C-3 C-c C-x h`
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 *italic*	`/italic/`
make words underlined	`_underlined_`
sub- and superscripts	`x^3, J_dust`
TEX-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	`@<b>...@</b>`

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 - see below	`#+OPTIONS:`

Settings for the OPTIONS line

set number of headline levels for export	`H:2`
turn on/off section numbers	`num:t`
turn on/off table of contents	`toc:t`
turn on/off linebreak preservation	`\n:nil`
turn on/off quoted html tags	`@:t`
turn on/off fixed width sections	`::t`
turn on/off tables	`|:t`
turn on/off TEX syntax for sub/super-scripts	`^:t`
turn on/off emphasised text	`*:nil`
turn on/off TEX macros	`TeX:t`

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 ;`

Completion

In-buffer completion completes TODO keywords at headline start, TeX macros after "\", option keywords after "`#-`", and dictionary words elsewhere.

Complete word at point	`M-TAB`

Calendar and Diary Integration

To include entries from the Emacs diary in your Org-mode agenda:

```
(setq org-agenda-include-diary t)
```

To include your Org-mode agenda in your normal diary, make sure you're using the fancy diary display and in your `~/diary` file add

```
&%%(org-diary)
```

to include all the files listed in `org-agenda-files`. For more selective file inclusion use a line for each file:

```
&%%(org-diary) ~/path/to/some/org-file.org
```

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`

CUA and pc-select compatibility

Configure the variable `org-CUA-compatibility` to make Org-mode avoid the `S-<cursor>` bindings used by these modes. When set, Org-mode will change the following keybindings (also in the agenda buffer, but not during date selection). See note mark four[4] throughout the reference card.

```
S-UP    → M-p          S-DOWN  → M-n
S-LEFT  → M--          S-RIGHT → M-+
S-RET   → C-S-RET
```

Notes

[1] The six autoload forms are only needed if Org-mode is not part of Emacs, or an XEmacs package.

[2] This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

[3] After changing a `#+KEYWORD` line, press `C-c C-c` with the cursor still in a line to make Org-mode notice the change.

[4] Keybinding affected by `org-CUA-compatibility`.

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v3.16 for Org-Mode 3.16, 2005
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