

Org-Mode Reference Card (1/2)

(for version 9.2.6)

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-1
edit (also hidden part of) link at point C-c C-1
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 9.2.6)

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 |
|--|---------|

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 ; |
|---------------------------------|-------|

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**.