

# Org-Mode Reference Card (1/2)

(for version 9.4.6)

## 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> |
|-----------------------------------|----------------------------------|

### 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>C-#</code>                 |
| show line, column, formula reference              | <code>C-c ?</code>               |
| toggle grid / debugger                            | <code>C-c }/{</code>             |

|                                       |             |
|---------------------------------------|-------------|
| 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 }       |

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

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

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-, |

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|   |                |
|---|----------------|
| 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 #          |

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

|                                       |                     |
|---------------------------------------|---------------------|
| 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 x           |
| 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            |

|  |                  |
|--|------------------|
| 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 $\pm 1$ day       | S-RIGHT/LEFT [2] |
| change year/month/day at cursor by $\pm 1$   | 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      |

|                                       |               |
|---------------------------------------|---------------|
| 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-x   |

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

| 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           |

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

|  |                 |
|--|-----------------|
| 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 \     |

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**.