

# Mode Reference Card (1/2)

(for version 6.34c)

## Getting Started

the on-line documentation try **M-x org-info**

## Utility Cycling

current subtree between states **TAB**  
entire buffer between states **S-TAB**  
property-dependent startup visibility **C-u C-u TAB**  
whole file, including drawers **C-u C-u C-u TAB**  
context around point **C-c C-r**

## Navigation

previous heading **C-c C-n/p**  
previous heading, same level **C-c C-f/b**  
up to higher level heading **C-c C-u**  
to another place in document **C-c C-j**  
next plain list item **S-UP/DOWN<sup>3</sup>**

## Structure Editing

new heading/item at current level **M-RET**  
new heading after subtree **C-RET**  
new TODO entry/checkbox item **M-S-RET**  
TODO entry/ckbx after subtree **C-S-RET**  
(added)line into item, cycle item type **C-c -**  
line into headline **C-c \***  
demote heading **M-LEFT/RIGHT**  
demote current subtree **M-S-LEFT/RIGHT**  
subtree/list item up/down **M-S-UP/DOWN**  
subtree/region/plain-list **C-c ^**  
subtree **C-c C-x c**  
subtree **C-c C-w**  
subtree **C-c C-x C-w/M-w**  
subtree **C-c C-x C-y or C-y**  
buffer to subtree / widen **C-x n s/w**

## Archiving

subtree using the default command **C-c C-x C-a**  
subtree to archive file **C-c C-x C-s**  
ARCHIVE tag / to ARCHIVE sibling **C-c C-x a/A**  
unwinding of an ARCHIVED tree **C-TAB**

## Equations and Sparse Trees

edit a sparse tree by various criteria **C-c /**  
TODO's in sparse tree **C-c C-v**  
TODO list in agenda mode **C-c a t<sup>1</sup>**  
condensed view of current org file **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**  
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**  
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 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<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 target<sup>2</sup>  
`[[*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` Email address  
`news:comp.emacs` Usenet group  
`bbdb:Richard Stallman` BBDB person  
`gnus:group` GNUS group  
`gnus:group#id` GNUS message  
`vm|wl|mhe|rmail:folder` Mail folder  
`vm|wl|mhe|rmail:folder#id` Mail message  
`info:emacs:Regexp` Info file:node  
`shell:ls *.org` shell command  
`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 6.34c)

## 0 Items and Checkboxes

state of the current item	C-c C-t
next/previous state	S-LEFT/RIGHT
next/previous set	C-S-LEFT/RIGHT
ORDERED property	C-c C-x o
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 (C-u : whole file)	C-c #

for current heading	C-c C-q
tags in all headings	C-u C-c C-q
sparse tree with matching tags	C-c \
(agenda) match tags at cursor	C-c C-o

## Properties and Column View

erty/effort	C-c C-x p/e
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 i
column view	q
l value	v
e	e
previous allowed value	n/p or S-left/right
wed values list	a
column wider/narrower	> / <
column left/right	M-left/right
column	M-S-right
current column	M-S-left

## Stamps

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>
ear/month/day at cursor by ±1	S-UP/DOWN <sup>3</sup>
calendar for the current date	C-c >
timestamp matching date in calendar	C-c <
agenda for current date	C-c C-o
te 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/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 <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, TODO kwds, properties	C-c a m <sup>1</sup>
match only 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>
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 view	d w vm vy
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
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 <sup>3</sup>
run an attachment command	C-c C-a
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 / O / 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 cldatex-mode

preview LaTeX fragment	C-c C-x C-1
expand abbreviation (cldatex-mode)	TAB
insert/modify math symbol (cldatex-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
export visible part only	C-c C-e v
insert template of export options	C-c C-e 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 ;
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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

<sup>1</sup> This is only a suggestion for a binding of this command. Choose your 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-support-shift-select` and `org-replace-disputed-keys`.

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