Org-Mode Reference Card

(for version 9.7.11)

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
toggle indented view	M-x org-indent-mode

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-c 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

<table>
<tr><td>just start typing, e.g.</td><td>|Name|Phone|Age RET |- TAB</td></tr>
<tr><td>convert region to table</td><td>C-c |</td></tr>
<tr><td>... separator at least 3 spaces</td><td>C-3 C-c |</td></tr>
</table>

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

<table>
<tr><td>to limit column width to N characters, use</td><td>...| <N> |...</td></tr>
<tr><td>edit the current field in a separate window</td><td>C-c `</td></tr>
<tr><td>make current field fully visible</td><td>C-u TAB</td></tr>
<tr><td>export as tab-separated file</td><td>M-x org-table-export</td></tr>
<tr><td>import tab-separated file</td><td>M-x org-table-import</td></tr>
<tr><td>sum numbers in current column/rectangle</td><td>C-c +</td></tr>
</table>

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.

<table>
<tr><td>Example: Add Col1 and Col2</td><td>|=$1+$2 |</td></tr>
<tr><td>... with printf format specification</td><td>|=$1+$2;%.2f|</td></tr>
<tr><td>... with constants from constants.el</td><td>|=$1/$c/$cm |</td></tr>
<tr><td>sum from 2nd to 3rd hline</td><td>|:=vsum(@II..@III)|</td></tr>
<tr><td>apply current column formula</td><td>| = |</td></tr>
<tr><td>set and eval column formula</td><td>C-c =</td></tr>
<tr><td>set and eval field formula</td><td>C-u C-c =</td></tr>
<tr><td>re-apply all stored equations to current line</td><td>C-c *</td></tr>
<tr><td>re-apply all stored equations to entire table</td><td>C-u C-c *</td></tr>
<tr><td>iterate table to stability</td><td>C-u C-u C-c *</td></tr>
<tr><td>rotate calculation mark through # * ! ^ _ $</td><td>C-#</td></tr>
<tr><td>show line, column, formula reference</td><td>C-c ?</td></tr>
<tr><td>toggle grid / debugger</td><td>C-c }/{</td></tr>
</table>

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-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

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 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

Completion and Template Insertion

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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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 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

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-x

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 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

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 / 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

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-l
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`.