# Org-Mode Reference Card (1/2)

(for version 3.15)

## 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-h C-w` |
| copy subtree | `C-c C-h M-w` |
| yank subtree | `C-c C-h 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 .` |
| 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-h C-w` |
| copy rectangular region | `C-c C-h M-w` |
| paste rectangular region | `C-c C-h 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 ~` |

# Org-Mode Reference Card (2/2)

(for version 3.15)

## 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 C-h` |
| 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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