Heading and List Structure

`S-TAB`	Cycle visibility of all headings
`TAB`	Cycle visibility of current heading
`,ss`	Sparse tree, i.e., cycle visibility of subtrees meeting match criteria
`M-h`	Promote heading only
`M-l`	Demote heading only
`M-H`	Promote subtree
`M-L`	Demote subtree
`M-k`	Move subtree UP
`M-j`	Move subtree DOWN
`,sr`	Refile heading subtree
`,sa`	Archive heading subtree
`,sS`	Sort subheadings (or list elements)
`gk`	Move cursor to PRIOR heading
`gj`	Move cursor to NEXT heading
`gh`	Move cursor to PARENT element
`gl`	Move cursor to CHILD element
`gH`	Move to top level heading containing cursor
`SPC sj`	Jump to searched heading
`,sn`	Narrow subtree
`,sN`	Widen subtree
`,H/,L`	Cycle heading TODO or list type

Heading and List Structure (cont)

`,ih`	Insert same-level heading BEFORE cursor
`,iH`	Insert same-level heading AFTER cursor
`,is`	Insert subheading before
`,*`	Toggle heading<->plain text

Heading commands generally apply to list elements as well.

Text Markup

`,xb`	Make region bold
`,xi`	Make region italic
`,xc`	Make region code
`,xs`	Make region strike-through
`,xu`	Make region underlined
`,xv`	Make region verbatim
`,xr`	Remove region markup

Source Blocks and Capture Buffers

`,'`	Edit block in indirect buffer
`,c,,`	confirm, exit buffer
`,k,a`	abort, exit buffer
`,r`	refile capture

Agenda

`SPC aoa`	Open agenda buffer
`gr`	Refresh agenda buffer
`gd`	Toggle grid
`RET`	Open agenda item
`M-RET`	Open agenda item in other window
`C-v`	Change time-span
`d`	Change to DAY time span
`w`	Change to WEEK time span
`M`	Change to MONTH time span
`y`	Change to YEAR time span (with warning)
`M-h`	Go BACKWARD one time span
`M-l`	Go FORWARD one time span
`J`	Jump to prompted date
`.`	Go to today
`,dd`	Set deadline date for current item
`,ds`	Set scheduled date for current item
`M-SPC`	Enter transient mode (note)

Transient mode displays its keys on the screen, many of which duplicate things that can be done in the agenda buffer directly, such as changing the time span and movement to different dates.

Dates and Clocking

`,dt`	Add active timestamp
`,dT`	Add inactive timestamp
`,dd`	Add DEADLINE timestamp
`,ds`	Add SCHEDULED timestamp
`M-h`	While entering date move to PRIOR DAY in the popup calendar
`M-l`	While entering date move to NEXT DAY in the popup calendar
`M-k`	While entering date move to PRIOR WEEK in the popup calendar
`M-j`	While entering date move to NEXT WEEK in the popup calendar
`M-H`	While entering date move to PRIOR MONTH in the popup calendar
`M-L`	While entering date move to NEXT MONTH in the popup calendar
`M-K`	While entering date move to PRIOR YEAR in the popup calendar
`M-J`	While entering date move to NEXT YEAR in the popup calendar
`,Ci`	Clock in
`,Co`	Clock out
`,Cc`	Cancel clock
`S-left`	Subtract one day from timestamp under cursor
`S-right`	Add one day to timestamp under cursor

Dates and Clocking (cont)

`S-up`	Increment timestamp component under cursor
`S-down`	Decrement timestamp component under cursor

Timestamp Details

Entering Timestamps

When entering a date: enter (1) an absolute date by typing most any reasonable name of the date starting with a letter or a number or (2) a relative date by starting with a + (relative to today) or ++ (relative to the default date) followed by a number and a unit (e.g. w m y). The default date starts as today or the current timestamp, if any, as modified by popup calendar movements.

Repeating Timestamps

By adding a repeat cookie to a TODO timestamp, org will cause a change to "DONE" state to reset the item back to "TODO" but with the date incremented to the next due date.

`TODO Pay the rent <20 18- 10-01 Mon +1 m>`

The `+1m` causes a monthly repeat. The unit can also be `y`, `w`, `d`, and `h` for yearly, weekly, daily, and hourly repeats.

Date Ranges

You can specify a range by separating two timestamps with `--`:

`<20 18- 10-01 Mon>-- <20 18- 10-31 Wed >`

Timestamp Details (cont)

Active versus Inactive Timestamps

Active timestamps use angle brakets as their delimiter; inactive timestamps use square backets, e.g., `[2018- 10-01 Mon ]`. Inactive timestamps will not show up in your agenda, while active timestamps will if they appear in an agenda file. Use inactive timestamps for all purposes except appointments.

Tables

`,tn`	Table skeleton; prompts for size
`C-c |`	Convert region to table (note)
`TAB`	Goto NEXT cell
`S-TAB`	Goto PRIOR cell
`M-k`	Move current row UP
`M-j`	Move current row DOWN
`M-h`	Move current column LEFT
`M-l`	Move current column RIGHT
`M-L`	Insert new column
`M-H`	Delete current column
`M-J`	Insert new row
`M-K`	Delete current row
`,tb`	Blank current field or fields in region
`-`	Add hline below cursor
`,ts`	Sort rows on current column value; prompts for sort criteria
`,tto`	Toggle row/column labels

Tables (cont)

`,ttf`	Toggle formula debugger
`SPC u,,`	Recalculate table
`SPC-u SPC-u,,`	Iterate table recalculation
`,tI`	Import file as a table
`,tE`	Export table to a file
`,tp`	Plot table with gnuplot

Table References

`@3$4`	row 3, column 4
`@4`	this column, row 4
`$3`	this row, column 3
`@+3`	this column, row three below current
`$-4`	this row, column four to the left
`$<`	first column this row
`$>`	last column this row
`@<`	first row, this colum
`@>`	last row, this column
`@III`	third hline row, this column
`@-II`	second hline above current, this column
`@II+2`	second row after second hline, this column
`@II..@-1`	all cells in the current column from second hline to prior row (becomes a vector in calc formula)

Table References (cont)

`$<+ 1..$-1`	all cells in the current row from the second cell to the cell one to the left of this cell

Start with `:=` for cell formula, `=` for column formula.
Specify range by separating two refs with `..`
E.g., `@I+1..@-1` all cells in current column from row below first hline to row before current row. Ranges are returned as a `calc` vector. Use `calc vsum` and other vector functions to calculate. In formulas, `@#` and `$#` are set to the formula cell's row and column numbers.