

# Selecting Multiple Items

Structure allows you to select multiple items and do most of the operations with selected issues at once. Usually, you navigate structures and focus on a single item for further actions with keyboard arrows or mouse. The focused item is highlighted with the blue background, and the actions (like moving) apply to the highlighted item only.

## Entering Multi-Select Mode

You can select multiple items and switch Structure widget into multi-selection mode in one of the following ways:

- Press *Space* to add currently focused item and move to the next issue.
- Click grey dot in the beginning of an item row to toggle its selection.
- Hold *Shift* and use Up and Down arrows to select a range of issues.
- Hold *Shift* and use Right/Left arrows to select/deselect the focused issue with all its sub-issues.
- Hit *Ctrl+A* (*Command+A* on Mac) to select all issues.

Selected items are marked with a filled circle and the additional panel appears at the top of the grid showing the number of selected items and several action buttons.

Portfolio Overview with Automation

5 items selected

Bulk Edit

Filter

Key	Summary	Progress	TP	Assignee
• OFW-1	Overunity Ferris Wheel - @albert we'll need to change the la			Bob
• OFW-2	Change the laws of thermodynamics in our favour - The			Albert
• DTD-1	Dumper truck dodgems - Dodgem car ride with 60-tonne du			Mary
• DTD-2	Tune up dumper truck engines			Mary
• DTD-3	Reinforced boundary walls - We need heavily reinforce			Mary
• LHMGR-2	Large Hadron Merry-go-Round - Merry-go-round based on p			Albert
• LHMGR-3	Arrange black hole insurance			Bob
• LHMGR-4	Redefine the Standard Model of particle physics - It wo			Bob

The selection panel offers the following features:

- Move focus from one selected item to another by clicking the up and down arrows.
- Bulk Edit the selected issues using the Bulk Edit button.
- Show only selected items and their parents by clicking the Filter button.
- Remove selection by clicking the close button in the right corner of the panel.

## Special Selection Markers

If you collapse a list of sub-items, the selection marker of the parent item will show if it contains any selected sub-issues.

For example, if you collapse sub-issues of *OFW-1*, *DTD-1*, and *LHMGR-2* in the example above, you will see these selection markers:

•	OFW-1	Overunity Ferris Wheel - @albert we'll need to change the la		Bob
○	DTD-1	Dumper truck dodgems - Dodgem car ride with 60-tonne du		Mary
•	LHMGR-2	Large Hadron Merry-go-Round - Merry-go-round based on p		Albert

Some of the issues are selected, some of the selected issues are collapsed under their parent issues.

The meaning of the markers is the following:

○	DTD-1	DTD-1 itself <b>is not</b> selected, but <b>some</b> of its sub-items are selected
○	not on the example	the item itself <b>is not</b> selected, but <b>all</b> of its sub-items are selected
•	LHMGR-2	LHMGR-2 <b>is</b> selected, and <b>some</b> of its sub-items are selected
•	OFW-1	OFW-1 <b>is</b> selected, and <b>all</b> its sub-items are also selected

## Exiting Multi-Select Mode

Hit *Escape* key to clear multiple selection and exit multi-select mode (or press the close button in the selection panel). You can also hit Ctrl+A (Command+A) twice – first key stroke will select all items, second one will de-select all items.