Using Cut, Copy and Paste

Copy/cut and paste is a handy way to move items around.

When you copy or cut issues (with toolbar button or Ctrl+C / Ctrl+X (Command+C / Command+X), selected items are put into Clipboard. When you paste with Ctrl+V (Command+V), items are added **after** the currently focused items. You can use Ctrl+Shift+V (Command+Shift+V) to paste items from clipboard **under** currently focused issue (as its children).

> ⊘ While drag and drop is a nice and visual way to rearrange items, it might get tedious if you have to drag items across long distances. Copy and paste solves that problem perfectly – copy items to clipboard and scroll through the structure looking for a place to paste them to.

See Selecting Multiple Items for details about multi-selection.

Copy / Paste Scenarios

There are two main scenarios for using the Issue Clipboard:

- Moving Items Between Structures — The contents of the clipboard is preserved in the current browser window, which allows you to copy/cut items in one structure and paste them into another.
- Moving Items Within A Structure — Instead of using drag-and-drop function to move items within a structure, you can use the cut/paste feature. This is especially convenient, if you have a large structure and, for example, need to move some items from the top of the structure to the bottom or the other way around.

> ⓘ Please note that if you have some text selected on the page, **Copy/Cut/Paste** keyboard shortcuts would operate on that text – you'll get a copy of the text in the system clipboard, and Structure clipboard will not be affected.