

Keyboard Shortcuts

This section contains a complete reference of JIRA Client keyboard shortcuts:

- [General](#)
- [For Selected Issues](#)
- [Working with Issues Table](#)
- [Navigation](#)
- [Ordering Issues and Backlog Management](#)
- [Time Tracking](#)
- [Screenshot Editor](#)

General

Action	Default PC Shortcut	Default Macintosh Shortcut
Create new issue	Ctrl + N	+ N
Create new sub-task	Ctrl + Shift + N	+ + N
Edit issue	Enter or F4	+ O
Upload all local changes to issues	Ctrl + F6	+ F9
Upload changes to selected issues	Shift + F6	+ F6
Download changes for selected issues	Shift + F5	* + F5
Merge conflicting changes	Ctrl + Alt + M	+ + M
Edit query	Shift + F3	+ F3
Create/edit distribution	Ctrl + D	+ F4
Run quick text search within selected query	Ctrl + F	+ F
Toggles whether child queries with no results are shown or hidden	Alt + click a query or folder	+ click a query or folder
Remove selected options from distribution	Ctrl - (minus)	- (minus)
Open query in web browser	Alt + F9	+ + B
Run full synchronization	Ctrl + F5	+ + F7
<div style="border: 1px solid green; padding: 5px; margin: 10px 0;">JIRA Client also runs quick synchronization once in several minutes.</div>		

For Selected Issues

Shortcut	Default PC Shortcut	Default Macintosh Shortcut
Save Draft	F2	F2
Save and upload to JIRA	Ctrl + Enter	+ S
Open issue in browser	F9	F9
Add comment	Ctrl =	=
Attach screenshot	Ctrl + S	+ + A
Attach file	Ctrl + Alt + F	+ + F

Create link	Ctrl + L	+ L
Log work	Ctrl + [
Watch/stop watching issue	Ctrl + W	+Y
Vote/unvote for issue	Ctrl + O	
Tag using local tags	Ctrl + T	+ T
Expand all comments	Ctrl + Shift + =	+ + =
Open issue in a separate tab	Alt + Enter	+ Enter
Open issue in a separate window	Shift + Enter	+ Enter
Copy to clipboard paste to text as a URL	Ctrl + C	+ C
Copy issue ID and summary to clipboard	Ctrl + Shift + C	+ + C
Custom copy	Control + Alt + C	+ + C
Download all attachments for selected issues	Control + Shift + D	+ + F7
Resolve as Duplicate		+ D
Open Assign To dialog	Control + Alt + A	^ + + A

You can use drag-and-drop to move issues around and add more issues from other JIRA Client windows.

Working with Issues Table

Shortcut	Default PC Shortcut	Default Macintosh Shortcut
Export issues to PDF, CSV, HTML or XML	Ctrl + E	+ E
Find text within issues table	Ctrl + Shift + F	+ +F
Select columns	Ctrl +]	+]
Close tab	Ctrl + F4	+ F4
Select all	Ctrl + A	+ A
Previous/next tab	Ctrl + PgUp/PgDn	+ PgUp/PgDn

Navigation

Shortcut	Default PC Shortcut	Default Macintosh Shortcut
Move focus to navigation area	Ctrl + 1	+ 1
Move focus to current issues table	Ctrl + 2	+ 2
Move focus to current issue	Ctrl + 3	+ 3
Select section in the current issue view	Alt + 1 ... Alt + 9	+ 1 ... + 9

Ordering Issues and Backlog Management

Open a window for reordering issues	Ctrl + R	+ J
Move issues one row up/down	Ctrl + Up/Down	+ Up/Down

Move issues to the top/bottom	Ctrl + Shift + Up/Down	+ + Up/Down
Remove issue from ordered list	Delete	Delete

Time Tracking

Shortcut	Default PC Shortcut	Default Macintosh Shortcut
Open time tracking window	Ctrl + M	+ I
Edit timesheet and publish as work logs	Ctrl Shift M	I
Change time the work started/was paused	Backspace	Backspace
Start tracking time	Ctrl + 8	+ 8
Pause work	Ctrl + 9	+ 9
Stop work	Ctrl + 0	+ 0
Set selected issue as current work and start time tracking	Ctrl + G	+ G

Screenshot Editor

Shortcut	Default PC Shortcut	Default Macintosh Shortcut
Attach a screenshot	Ctrl + S	+ + A
Crop	C	C
Emphasize	E	E
Comment	O	O
Blur	B	B
Magnify	M	M
Select	S	S