Keyboard Shortcuts in Edit Mode

You can use keyboard shortcuts to quickly edit issues within Structure.

Entering Edit Mode

Keyboard Shortcut	Action
Tab *or* **F2**	Enters Edit Mode for the currently selected issue, starting with the Summary field or the last-edited field.
Enter **Insert** or **Shift+Enter**	Enters Edit Mode for a new issue (Enter) or sub-issue (Insert/Shift+Enter).

Keyboard Shortcuts in the Edit Mode

Keyboard Shortcut	Action
Enter **Ctrl+Enter** *(in large text fields)*	Exit Edit Mode and save all values on the server.
Escape *(hit twice in combo boxes and drop-downs)*	Revert the current field to the value that was there before editing started and exit Edit Mode. *Note: Pending changes in other fields will be saved on the server.*
Tab	Edit next editable field. If the current field is the last editable field for the selected issue, start editing next issue.
Shift+Tab	Edit previous editable field. If the current field is the first editable field for the selected issue, start editing previous issue.
Ctrl+Alt+	Edit the same field of the next editable issue.
Ctrl+Alt+	Edit the same field of the previous editable issue.
Ctrl+Alt+	Edit next editable field. Unlike **Tab**, this combination will not move editing to the next issue.
Ctrl+Alt+	Edit previous editable field. Unlike **Shift+Tab**, this combination will not move editing to the previous issue.
or **Alt+** *(in drop-downs)*	Opens the drop-down list or selects the next value in the list. If the drop-down is shown, use **Enter** to select a value or **Escape** to cancel selection.
Alt+ *(in date/time fields)*	Opens the date picker. Use arrows to navigate dates in the date picker; use **Enter** to select a date or **Escape** to close the date picker.
and	Move between multiple fields on the same editor (for example, between the two editors of a Cascade custom field). Does not work if the input is a text field.
and *(for checkboxes and radio buttons)*	Move between multiple fields on the same editor (for example, between the checkboxes of a Multiple Checkboxes custom field).
Space	Select / unselect a checkbox or a radio button.
, , **Shift+**, **Shift+**	Select / unselect values in a Multi-Select custom field.

> ✓ Note that the **Tab** key moves editing to the next cell, so if you have multiple input fields on a single field editor, you need to use arrow keys to switch between them.

See Also: Keyboard Shortcuts