Using Keyboard in Edit Mode

You can use keyboard shortcuts to quickly edit issues in the Structure widget.

Entering Edit Mode

Keyboard Shortcut	Action
Tab *or* **ss** *or* **F2**	Edit issue. The editing starts for the Summary field of the currently selected issue, or for the field that was edited previously.
Enter **Insert** or **Shift+Enter**	Enters Edit Mode for a new issue or sub-issue.

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 field to the value that was there before editing has started and exit Edit Mode. Note that if there are pending changes in other fields, they will be saved on the server.
Tab	Edit next editable field. If the currently edited field is the last editable field for the selected issue, start editing next issue.
Shift+Tab	Edit previous editable field. If the currently edited 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 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 date picker. Use arrows to navigate dates in the date picker and use **Enter** to select a date or **Escape** to close 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 **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