# **Keyboard Shortcuts (Mac)**

## Navigation

| Action                  | Shortcut    |
|-------------------------|-------------|
| Select Issue            | Left-Click  |
| Show/Hide Issue Details | 0           |
| Previous Issue          | <i>or</i> k |
| Next Issue              | <i>or</i> j |
| Expand Sub-Issues       |             |
| Collapse Sub-Issues     |             |
| For Large Structure     |             |
| Add Column              | tt          |
| Expand All              | ++          |
| Collapse All            | -           |

#### **Structure Views**

| Action                 | Shortcut |
|------------------------|----------|
| Switch View            | vv       |
| Save View              | vs       |
| Save View As           | vss      |
| Revert Changes to View | vr       |

## **Searching & Adding to Structure**

| Action            | Shortcut |
|-------------------|----------|
| Search            | 1        |
| JQL On/Off        | j        |
| Filter On/Off     | f        |
| Add More On/Off   | m        |
| Next Matching     | ]        |
| Previous Matching | [        |
| Add Issue         |          |
| Add as Sub-Issue  |          |

#### **Standard JIRA Actions**

| Action             | Shortcut |
|--------------------|----------|
| Operations Dialog  |          |
| Edit Issue         | е        |
| Comment on Issue   | m        |
| Assign Issue       | a        |
| Assign Issue to Me | i        |

| Edit Issue Labels | 1 |
|-------------------|---|
| Actions Drop-Down |   |

## **Changing Structure**

| Action                | Shortcut |
|-----------------------|----------|
| Move Up               |          |
| Move Down             |          |
| Indent                |          |
| Outdent               |          |
| Drag and Drop         | Drag     |
| New Issue             |          |
| New Sub-Issue         |          |
| Remove from Structure |          |

## **Changing Issues**

| Action               | Shortcut         |
|----------------------|------------------|
| Edit Field           | Double-Click     |
| Edit Summary         | tab <i>or</i> ss |
| Finish & Save        | or               |
| Cancel Field Changes | esc              |
| Edit Next Field      | tab <i>or</i>    |
| Edit Previous Field  | tab <i>or</i>    |
| Edit Next Issue      |                  |
| Edit Previous Issue  |                  |
|                      |                  |

## **Selecting Issues**

| Action                     | Shortcut |
|----------------------------|----------|
| Toggle Selection           | space    |
| Select All                 | a        |
| Select All Sub-Issues      |          |
| Deselect All Sub-Issues    |          |
| Expand Selection Down (Up) | 0        |
| Bulk Selection             |          |
| Cancel Selection           | esc      |

## Advanced

| Action                 | Shortcut |
|------------------------|----------|
| Hide/Show Resolved     | rr       |
| Cut (Prepare to Move)  | x        |
| Paste (Move)           | v        |
| Paste Sub-Issue (Move) | v        |

| Fix/Unfix View on Issue                         |    |
|---|----|
| Switch Panel                                    | ١  |
| Show Extra Actions on the Toolbar               | xx |
| View Full-Size Image                            | ii |
| Show/Hide Issue Details without Switching Panel | 0  |