

# 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.