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 JIRA Client also runs quick synchronization once in several minutes.	**Ctrl + F5**	**+ + F7**

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**