

# Keyboard Shortcuts in Edit Mode

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

## Entering Edit Mode

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

## Keyboard Shortcuts in the Edit Mode

Keyboard Shortcut	Action
<b>Enter</b> <b>Ctrl+Enter</b> (in large text fields)	Exit Edit Mode and save all values on the server.
<b>Escape</b> (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. <i>Note: Pending changes in other fields will be saved on the server.</i>
<b>Tab</b>	Edit next editable field. If the current field is the last editable field for the selected issue, start editing next issue.
<b>Shift+Tab</b>	Edit previous editable field. If the current field is the first editable field for the selected issue, start editing previous issue.
<b>Ctrl+Alt+</b>	Edit the same field of the next editable issue.
<b>Ctrl+Alt+</b>	Edit the same field of the previous editable issue.
<b>Ctrl+Alt+</b>	Edit next editable field. Unlike <b>Tab</b> , this combination will not move editing to the next issue.
<b>Ctrl+Alt+</b>	Edit previous editable field. Unlike <b>Shift+Tab</b> , this combination will not move editing to the previous issue.
or <b>Alt+</b> (in drop-downs)	Opens the drop-down list or selects the next value in the list. If the drop-down is shown, use <b>Enter</b> to select a value or <b>Escape</b> to cancel selection.
<b>Alt+</b> (in date/time fields)	Opens the date picker. Use arrows to navigate dates in the date picker; use <b>Enter</b> to select a date or <b>Escape</b> 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).
<b>Space</b>	Select / unselect a checkbox or a radio button.
, , <b>Shift+</b> , <b>Shift+</b>	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](#)