


# 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.

## Cut

First add the desired items to the clipboard:

1. Select the items you want to cut. Either select a single item, or use [multiple selection](#).
2. Click the **Cut** button on the structure toolbar (or press **Ctrl+x** or **Command+x**).
3. Selected items will be added into the clipboard and marked with a small scissors icon ✂.


 The cut issues are not removed from the structure until you paste them to a new location.


 If the cut issue contains sub-issues, these sub-issues are cut with their parent.


## Paste

After you have cut the issues, you can now paste them back to any place in the structure:

1. If want to see the **Clipboard** panel, you can open it in the [secondary panel](#). However, this is not necessary to use the Cut/Paste function.
2. In the structure select the item after which the items from the clipboard should be placed.
3. Either click **Paste** button on the toolbar (or press **Ctrl+v** or **Command+v**) to place the items **after** the selected item at the same indentation level, or press **Ctrl+Shift+v** (or **Command+Shift+v** on Mac) to place the items **under** the selected item (as the children).

 If the cut item contains sub-items, these sub-item are pasted with their parent.

 After Paste the clipboard is cleared.

 The Paste operation can be [undone](#).