

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](#).