

Keyboard Shortcuts in Edit Mode

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

Entering Edit Mode

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

Keyboard Shortcuts in the Edit Mode

Keyboard Shortcut	Action
Enter Ctrl+Enter <i>(in large text fields)</i>	Exit Edit Mode and save all values on the server.
Escape <i>(hit twice in combo boxes and drop-downs)</i>	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>
Tab	Edit next editable field. If the current field is the last editable field for the selected issue, start editing next issue.
Shift+Tab	Edit previous editable field. If the current field is the first editable field for the selected issue, start editing previous issue.
Ctrl+Alt+	Edit the same field of the next editable issue.
Ctrl+Alt+	Edit the same field of the previous editable issue.
Ctrl+Alt+	Edit next editable field. Unlike Tab , this combination will not move editing to the next issue.
Ctrl+Alt+	Edit previous editable field. Unlike Shift+Tab , this combination will not move editing to the previous issue.
or Alt+ <i>(in drop-downs)</i>	Opens the drop-down list or selects the next value in the list. If the drop-down is shown, use Enter to select a value or Escape to cancel selection.
Alt+ <i>(in date/time fields)</i>	Opens the date picker. Use arrows to navigate dates in the date picker; use Enter to select a date or Escape 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 <i>(for checkboxes and radio buttons)</i>	Move between multiple fields on the same editor (for example, between the checkboxes of a Multiple Checkboxes custom field).
Space	Select / unselect a checkbox or a radio button.
, , Shift+, Shift+	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](#)