

Memo

Memos work similar to folders within a structure, except that memos can include a choice of icons, color and rich text.

Simple Structure ▾				⚡ ☆ 📁 🔍 Basic view* ▾
Key	Summary	Status	Progress	+
STMB-31	▼ 📄 Story 1	IN PROGRESS	<div><div></div></div>	
STMB-48	☑ Task 1.1	TO DO	<div><div></div></div>	
⋮	📄 Memo - Add additional information anywhere you need it!			
	🚩 Flag - You can change a memo's icon or color.			
STMB-49	☑ Task 1.2	TO DO	<div><div></div></div>	
	▼ 📄 Parent Memo - Memos are part of the hierarchy. You can place issues beneath them.		<div><div></div></div>	
STMB-37	▼ 📄 Story 4	IN PROGRESS	<div><div></div></div>	
STMA-36	☑ Task	TO DO	<div><div></div></div>	

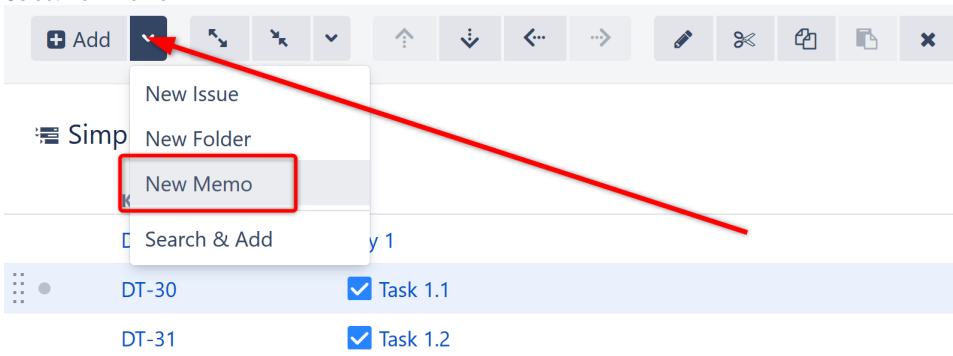
Memos can serve a variety of purposes within a structure:

- Add notes or reminders that pertain to the structure or project as a whole, rather than just a single issue (for that, try a [Notes column](#))
- Add high-level requirements directly to your structure
- Add a placeholder for other items
- Use them like folders, grouping issues within your hierarchy (with the added benefit of color and text)
- Just about anything else you can think of!

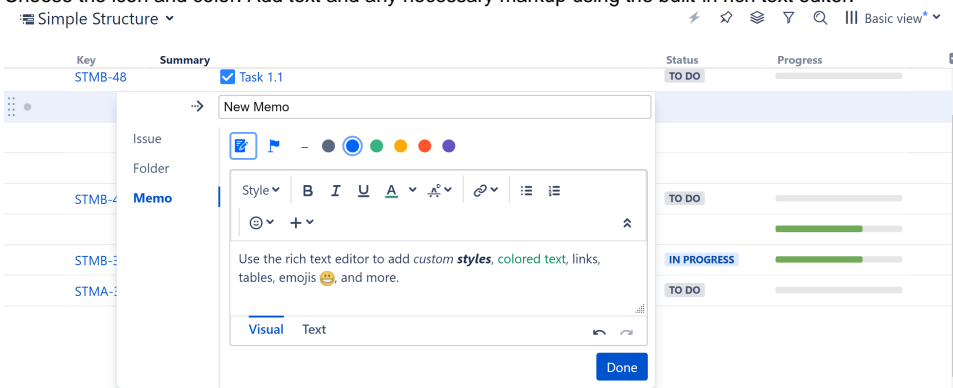
Adding a Memo to a Structure

To add a memo to a structure:

1. Select the memo's location (the memo will be placed at the same level in the hierarchy, beneath the currently-selected item).
2. Open the **Add** drop-down menu.
3. Select **New Memo**.

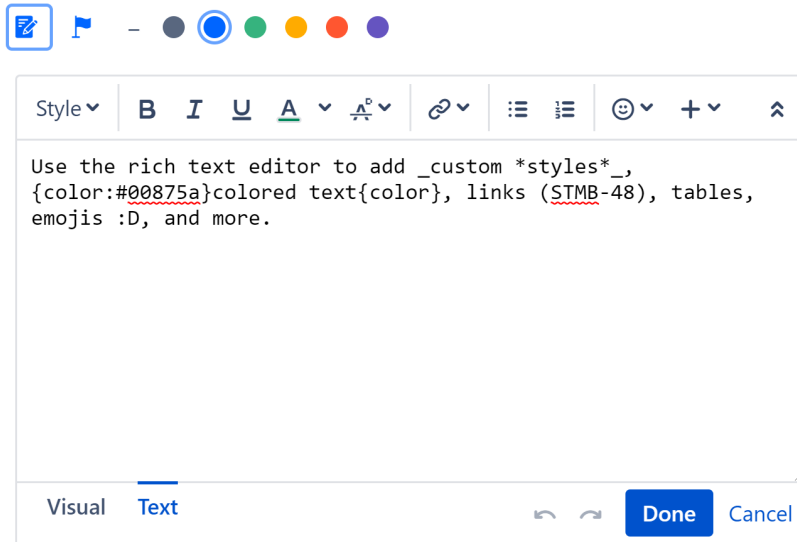


4. Choose the icon and color. Add text and any necessary markup using the built-in rich text editor.



The editor opens in Visual mode, a WYSIWYG editor. You can also edit text using wiki markup by switching to the Text mode - see [Jira's Text Formatting Notation Help page](#) for a complete list of available formatting options and conventions.

New Memo



Style ▾ **B** *I* U A ▾ A ▾ Link ▾ Unlink ▾ List Indent Emoji ▾ + ▾ ↶ ↷ **Done** **Cancel**

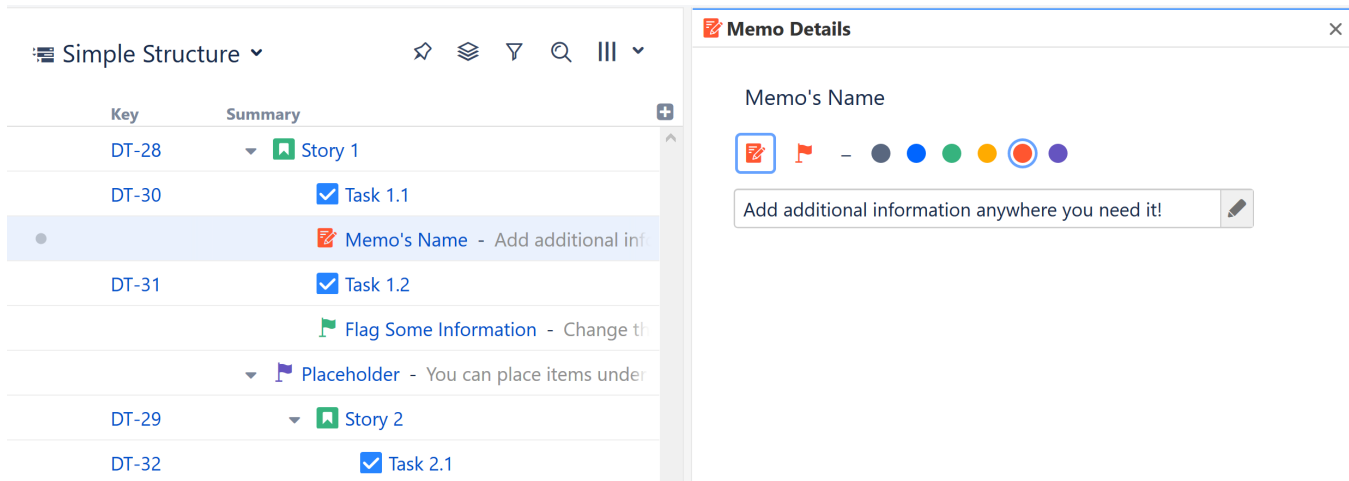
Use the rich text editor to add _custom *styles*_ , {color:#00875a}colored text{color}, links (STMB-48), tables, emojis :D, and more.

Visual **Text**

✔ **Keyboard shortcut:** Press **Enter** to open the Add New Item dialogue, and press **Alt+Up/Down** to select between Issue, Folder and Memo.

Editing a Memo

Once a memo is placed in the structure, you can easily change its icon, color or text by clicking on the memo's name within the Summary column. This will open up the Memo Details panel, where you can make any necessary changes.



Simple Structure ▾

Key	Summary
DT-28	▼ Story 1
DT-30	✓ Task 1.1
•	✎ Memo's Name - Add additional info
DT-31	✓ Task 1.2
	🚩 Flag Some Information - Change the
	▼ Placeholder - You can place items under
DT-29	▼ Story 2
DT-32	✓ Task 2.1

Memo Details ✕

Memo's Name

✎ 🚩 - ● ● ● ● ● ●

Add additional information anywhere you need it! ✎

It is not possible to edit a note from the Description column.

✔ The memo name can also be edited directly from the structure by clicking the edit icon in the toolbar or using the **Tab** or **F2** keyboard shortcut.