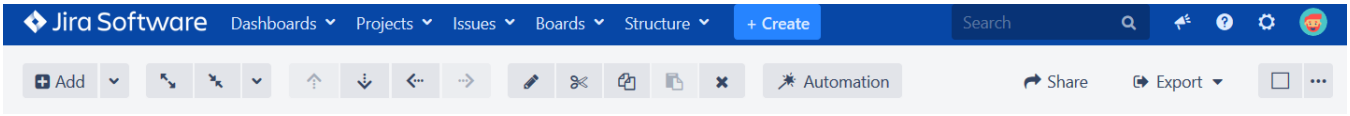
Main Structure Toolbar

The Structure toolbar provides access to the main functions of the Structure widget.

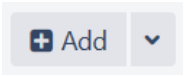
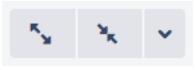
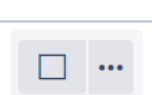


As you move the mouse pointer over the buttons in the toolbar, the active buttons are highlighted. Some buttons in the toolbar may be grayed out, indicating that these actions are not currently possible. For example, you cannot use the Paste action unless you have items in your clipboard, so the button will remain light gray and not clickable until you add items to your clip board.

> Not sure what a button does? Hover the mouse pointer over the toolbar button for a few seconds and a tooltip will appear.

Available Actions

The following actions are accessible from the Structure toolbar.

Button	Action	More Information	Keyboard Shortcut
	Create a new item and add it under the item currently selected in the structure. By default, you can add either new issues or new folders (Confluence pages are available if you have Structure.Pages installed). To search for existing issues, click the drop-down menu next to the Add button.	Creating new items	**Enter**
	Expand or collapse the whole hierarchy. Use the drop-down menu to expand the hierarchy to a specific level.	Navigating Structure	**++** / **--**
	Move an item up or down within the structure, without changing the item's parent. If it is not possible to move an item up or down without changing its parent, the respective option will be grayed out.	Moving Issues Within Structure	**Ctrl+Up** / **Ctrl+Down** or **Command+Up/Down**
	Unindent / Indent the item one level. If either or both of these moves are not possible, the option(s) will be grayed out.	Moving Issues Within Structure	**Ctrl+Left** / **Ctrl+Right** or **Command+Left/Right**
	Edit the currently selected issue / stop editing and save changes.	Editing Issues	**Tab**
	Cut the selected item(s) to the clipboard.	Issue Clipboard	**Ctrl+x** or **Command+x**
	Copy the selected item(s) to the clipboard.	Issue Clipboard	**Ctrl+c** or **Command+c**
	Paste item(s) from the clipboard into the structure.	Issue Clipboard	**Ctrl+v** or **Command+v**
	Remove the currently selected item(s) from the structure.	Removing Issues	**Delete**
	Switch Automation editing mode on/off.	Automation	**~**
	Create a perspective link to share the current view.	Perspective	
	Open a printable page with the structure or export the structure to Excel.	Printing Exporting to Excel	
	Select the layout options, including opening the secondary panel.	Secondary Panel	