

# Keyboard Shortcuts (PC)

## Navigation

Action	Shortcut
Select Issue	Left-Click
Previous Issue	<i>ork</i>
Next Issue	<i>orj</i>
Expand Sub-Issues	
Collapse Sub-Issues	
For Large Structure	PgUp PgDn Home End
Add Column	tt
Expand All	++
Collapse All	–

## Searching & Adding to Structure

Action	Shortcut
Search	Alt+/ 
JQL On/Off	Alt+j
Filter On/Off	Alt+f
Add More On/Off	Alt+m
Next Matching	]
Previous Matching	[
Add Issue	Ctrl+Enter
Add as Sub-Issue	Ctrl+Shift+Enter

## Standard JIRA Actions

Action	Shortcut
Operations Dialog	.
View Selected Issue	o
Edit Issue	e
Assign Issue	a
Comment on Issue	m
Edit Issue Labels	l
Actions Drop-Down	Alt+

## Changing Structure

Action	Shortcut
Move Up	Ctrl+
Move Down	Ctrl+
Indent	Ctrl+
Outdent	Ctrl+
Drag and Drop	Shift+Drag
New Issue	Enter

New Sub-Issue	Insert <i>or</i> Shift+Enter
Remove from Structure	Delete

## Changing Issues

Action	Shortcut
Edit Field	Double-Click
Edit Summary	Tab <i>or</i> F2 <i>or</i> ss
Finish & Save	Enter <i>or</i> Ctrl+Enter
Cancel Field Changes	Esc
Edit Next Field	Tab <i>or</i> Ctrl+Alt+
Edit Previous Field	Shift+Tab <i>or</i> Ctrl+Alt+
Edit Next Issue	Ctrl+Alt+
Edit Previous Issue	Ctrl+Alt+

## Advanced

Action	Shortcut
Hide/Show Resolved	rr
Cut (Prepare to Move)	Ctrl+x
Paste (Move)	Ctrl+v
Paste Sub-Issue (Move)	Ctrl+Shift+v
Toggle Selection	Space
Select All	Ctrl+a
Fix/Unfix View on Issue	Ctrl+.
Switch Panel	\
Show Extra Actions on the Toolbar	xx
<a href="#">View Full-Size Image</a>	ii