Editing items in your project

In this article

There are several methods you can use within your project to quickly make changes to multiple items.

Copying and pasting cells in a table 🔗

You can copy the contents of one cell and paste the contents into multiple other cells in the same field.

1 Navigate to a project view that is using the table layout.

2 Select the cell that you would like to copy.

3 To copy the contents of the selected cell, press `Command` + `C` (Mac) or `Ctrl` + `C` (Windows.)

4 Select the destination cells for the copied content.

  - Hold `Command` (Mac) or `Ctrl` (Windows/Linux) and select each cell.
  - Select a cell then press `Shift` + `↑` or `Shift` + `↓` to select additional cell above or below the selected item.
  - Select a cell then press `Shift` and select another item to select all items between the two items.
  - Holding your mouse button down, move the cursor over the cells you want to select.

5. To paste the previously copied content, press `Command` + `V` (Mac) or `Ctrl` + `V` (Windows.)

Dragging a cell's contents to set neighboring table cells 🔗

You can quickly copy one cell's content over other cells in the same field by dragging up or down.

1. Navigate to a project view that is using the table layout.

2. Select the cell that you would like to copy.

3. If it's possible to copy the cell's content, a blue handle will be shown on the lower right of the selected cell.

4. Drag the handle up or down over the cells where you would like to copy the contents.

5 When you finish dragging, the contents of the originally selected cell will be copied over the cells you selected while dragging.

Clearing the content of multiple table cells 🔗

You can quickly clear the same field for multiple items.

1 Navigate to a project view using the table layout.

2 Select the cells you would like to clear.

- Hold `Command` (Mac) or `Ctrl` (Windows/Linux) and select each cell.
- Select a cell then press `Shift` + `↑` or `Shift` + `↓` to select additional cell above or below the selected item.
- Select a cell then press `Shift` and select another item to select all items between the two items.
- Holding your mouse button down, move the cursor over the cells you want to select.
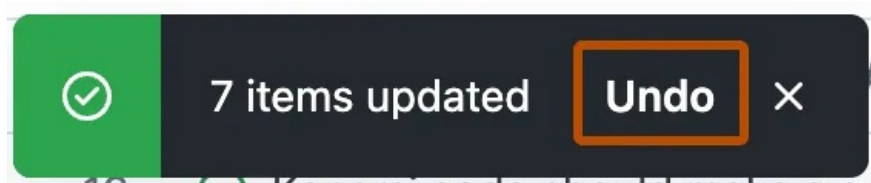
3 Press `Delete` or `Backspace` on your keyboard.

Undoing bulk changes in a table 🔗

When you make a bulk change in the table layout, GitHub Enterprise Server will display the option to undo that change.

1 Make a bulk change to your table.

2 When the notice appears in the lower right of your table, click **Undo**.