

New Gantt - Tasks - Task multi-select

Task multi-select

You can multi-select tasks on the task structure using CTRL+right click (or CMD on Mac) and move or structure by dropping on one of the tasks.

Alternatively you can move the tasks using the arrows found on the header and a notification will be displayed if the operation was partially successful or unsuccessful.

Action	Description
Selecting more than one task is possible with (selected tasks are highlighted in blue):	
cmd or ctrl + left mouse button	select tasks one by one
shift + left mouse button	select a range of tasks
Unselecting tasks is possible with:	
ESC	unselect all selected tasks
click out of zone	unselect all selected tasks
cmd or ctrl + left mouse button	unselecting tasks one by one

Possible operations

- parent + all his children: move up/down, indent, outdent, delete
- parent + selected children/without children: delete
- all children from one parent, but without a parent: outdent, delete
- selected children from single parent, but without a parent: move up/down, indent, outdent, delete
- selected children from different parents, but without parents: delete
- multiple parents without children: delete

To learn more about automatic structuring go to [Scope module - Building WBS \(task hierarchy\)](#).