Notion Basics: Pages and Blocks

Notes, tasks and wikis in one place

Pages

Everything in Notion is a page. Pages can hold other pages, so you can build a tree in the sidebar.

Blocks

A page is made of blocks: text, headings, lists, images and more. Type / to choose a block.

Quick formatting

Type # and a space for a heading, - and a space for a bullet, and [] for a to-do box.

Databases

A database is a table of pages. View it as a table, board, calendar or gallery.

Templates

Start from a template, or save a page you reuse as your own.

Sharing

Use Share to invite people or publish a page. Check who can see a page before you share it.

Tip: Notion is free to start, with paid plans for teams. Check the current limits on notion.so.

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