Notion Windows / Linux shortcuts

START HERE

Ctrl + **P** / **Ctrl** + **K**
Search or jump to page

Ctrl + **[** / **Ctrl** + **]**
Back / forward

Ctrl + **N**
New page

Ctrl + **Shift** + **L**
Toggle dark mode

/
Slash command menu

Ctrl + **Shift** + **Arrows**
Move selected block

Ctrl + **D**
Duplicate block

Ctrl + **/**
Edit or change block

Workspace sidebar of pages
Page can nest sub-pages
Block one paragraph, list item, embed

CONCEPTS

Type / in any block to insert anything: headings, lists, tables, embeds. Keep typing to filter the menu.

Shortcuts shown are for Windows and Linux. On macOS read Ctrl as Cmd and Alt as Option; block-type keys use Cmd+Option instead of Ctrl+Shift.

Esc selects the block you are typing in. Then arrows, Shift+Arrows and Ctrl+Shift+Arrows work on whole blocks instead of text.

Keys on macOS

Windows / Linux	macOS
`Ctrl`	Cmd
`Alt`	Option
`Ctrl+Shift+<n>`	Cmd+Option+<n>
`Alt+Shift+click`	Cmd+Shift+click
`Windows+.`	Ctrl+Cmd+Space

NAVIGATION

Ctrl + **P** / **Ctrl** + **K**
Search or jump to recent page

Ctrl + **N** New page

Ctrl + **[** / **Ctrl** + **]**
Go back / forward

Ctrl + **F** Search inside page

Ctrl + **L** Copy page URL

NAVIGATION (cont.)

Ctrl + **Shift** + **U**
Go up one level

Ctrl + **Shift** + **L**
Toggle dark / light mode

Ctrl + **T** New Notion tab

Ctrl + **Shift** + **N**
New Notion window

Ctrl + **click**
Open link in new tab

Ctrl + **J** / **Ctrl** + **K**
Next / previous page in peek view
Peek view of database rows. macOS uses Ctrl+Shift+J / K.

TEXT FORMATTING

Ctrl + **B** Bold

Ctrl + **I** Italic

Ctrl + **U** Underline

Ctrl + **Shift** + **S**
Strikethrough

Ctrl + **E** Inline code

Ctrl + **K** Link selected text

Ctrl + **V**
Paste URL over selection as link

Ctrl + **Shift** + **H**
Apply last used color

TEXT FORMATTING (cont.)

Ctrl + **Shift** + **M**
Add comment

Shift + **Enter**
Line break inside a block

Tab / **Shift** + **Tab**
Indent / un-nest

Ctrl + **Plus** / **Ctrl** + **Minus**
Zoom in / out

BLOCKS

Esc Select the current block

Ctrl + **A**
Select block (press once)

Shift + **Up** / **Shift** + **Down**
Extend block selection

Shift + **click**
Select a range of blocks

Alt + **Shift** + **click**
Add / remove one block

Ctrl + **D**
Duplicate selected blocks

Ctrl + **/**
Edit or turn into another block
Also edits several selected database rows at once.

Ctrl + **Shift** + **Up** / **Ctrl** + **Shift** + **Down**
Move selected block

BLOCKS (cont.)

Enter Edit selected block

Backspace / **Delete**
Delete selected blocks

Ctrl + **Enter**
Open page, tick to-do, toggle

Ctrl + **Alt** + **T**
Expand or close all toggles

Space
Open or exit full-screen image

Alt + **drag**
Duplicate while dragging

Ctrl + **R** Fill table cells right

TURN INTO BLOCK TYPE

Ctrl + **Shift** + **0** Plain text

Ctrl + **Shift** + **1** Heading 1

Ctrl + **Shift** + **2** Heading 2

Ctrl + **Shift** + **3** Heading 3

Ctrl + **Shift** + **4**
To-do checkbox

Ctrl + **Shift** + **5** Bulleted list

Ctrl + **Shift** + **6**
Numbered list

Ctrl + **Shift** + **7** Toggle list

Ctrl + **Shift** + **8** Code block

MARKDOWN WHILE TYPING

`**text**`
Bold

`*text*`
Italic

`` `text` ``
Inline code

`~text~`
Strikethrough

`# + Space`
Heading 1 (## and ### for 2 and 3)

`- + Space`
Bulleted list (also * or +)

`1. + Space`
Numbered list

`[] + Space`
To-do checkbox

`> + Space`
Toggle list

`---`
Divider

TYPED TRIGGERS

/
Slash menu: insert any block

@
Mention person, page or date

`@remind`
Set a reminder

TYPED TRIGGERS (cont.)

`[[`
Link to a page

`+`
Create a page or sub-page

`:name`
Emoji, e.g. :apple

`/h1 /todo /toggle /code`
Common slash commands

`/toc`
Table of contents

`/embed /image /file`
Media blocks

`/math /equation`
LaTeX math

RECIPES

Fast outline

```
# Plan   (Space makes Heading 1)
/todo   (Enter)
Tab      (nest under the item)
Ctrl+Shift+Up  (reorder)
```

Link a page by typing

```
[[Project
Enter
# picks the page and inserts a link
```

Reformat many blocks

```
Esc                 # select block
Shift+Down x3       # extend
Ctrl+/               # change type or color
```