Notion Windows / Linux shortcuts

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.

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

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

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

TEXT FORMATTING

Ctrl + B Bold

TEXT FORMATTING (cont.)

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

Ctrl + Shift + M
Add comment

Shift + Enter
Line break inside a block

Tab / Shift + Tab
Indent / un-nest

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

Ctrl + D
Duplicate selected blocks

Ctrl + /
Edit or turn into another block

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

Enter Edit selected block

Backspace / Delete
Delete selected blocks

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

TURN INTO BLOCK TYPE

Ctrl + Shift + 0 Plain text

Ctrl + Shift + 1 Heading 1

Ctrl + Shift + 2 Heading 2

TURN INTO BLOCK TYPE (cont.)

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

`# + 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

`[[`
Link to a page

`+`
Create a page or sub-page

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

`/embed /image /file`
Media blocks