Notion Windows / Linux shortcuts

START HERE

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

Ctrl + D
Duplicate block

Ctrl + N
New page

Ctrl + /
Edit or change block

/
Slash command menu

Ctrl + [/ Ctrl +]
Back / forward

Ctrl + Shift + Arrows
Move selected block

Ctrl + Shift + L
Toggle dark mode

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

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

TEXT FORMATTING (cont.)

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

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

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

BLOCKS (cont.)

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

Ctrl + Shift + 9
Page (or line to page)
Windows may claim Ctrl+Shift combos for other functions.

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

MARKDOWN WHILE TYPING (cont.)

`" + Space`
Quote block

`---`
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

`: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

`/button`
Button (template)

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
```

Date reminder

```
@remind tomorrow
Enter
# or: @next Wednesday
```