

Notion

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1 Shortcuts

- Ctrl + P : Quick search
- # : Heading (like md)
todo list
- > toggle
- - bullet
- " quote block
- — divider
- 1. numbered list
- TOC, for table of contents

2 General

- Callout box: Makes things stand out
- Can convert page to word or pdf
- Database: Allows for layered data (place into callout)
- Grouping feature in database
- Can have block next to each other, to split the page vertically
- Can change page to full width
- Need to use a toggle to have multi col in multi col
- Copy and paste as link to page for large link
- Paste link as mention for in line with text
- Web clipper embed pages into notion, use gallery view database

3 Advanced

- Synced blocks across pages, can unsync but if original is unsynced all will be deleted
- Use synced block as quick type for phone
- Linked databases allow for multiple views and sorting of the same db
- Relational databases, linking dbs together
- Roll ups can track percentage of complete tasks
- Can use formula and slice to create a visual progress bar
- Template buttons allow for easy page template creation when adding items to db , can link other tables into the template button and filter based on that template
- Set template button as default

- Can make template reoccur at chosen freq
- Can create dependencies in a timeline view